

September 9, 2025

Dear Parents/Caregivers,

We are reaching out to gather updated medical information for students with significant medical needs for the 2025–2026 school year. Ensuring the health and safety of all students is a top priority, and it is critical that staff are informed and prepared to support any student requiring medication or emergency medical care from the first day of school.

If your child has a life-threatening condition or another medical condition requiring staff to administer medication or emergency response during the school day, it is essential that the appropriate medical forms are completed and signed by a physician and returned to the school. This process is aligned with our Division's [Life Threatening Conditions](#) and [Administration of Medication and Medical Procedures](#) Policies, which requires accurate, up-to-date documentation in order for staff to administer medication or respond to medical emergencies appropriately.

While we can temporarily accept a parent or caregiver's signature, a physician-signed form is required and must be submitted as soon as possible. In addition, any prescribed medication that your child requires at school must be brought to the school before your child begins attending.

We kindly ask that the attached form be completed and returned ASAP.

Once we receive the completed form, our team will enter the information into our Medical Management system and prepare a clear summary or “snapshot” of your child’s medical care plan. This will be posted in a secure but accessible location near the school office, ensuring all staff can access it quickly in the event of an emergency.

If you have any questions, please do not hesitate to contact the school. Thank you for your attention to this important matter and for partnering with us to keep your child safe at school.

Thank you,

Cheryl Fenrich

Principal Bishop James Mahoney High School