**LETTER TO INFORM PARENTS OF EMERGENCY SALBUTAMOL INHALER USE FOR THE SECOND TIME WITHIN 4 WEEKS**

**Child’s name:** ………………………………………………………………………………………………………………….…………….

**Class:** ………………………………………………………………………………………………………………………

**Date**: ……………………………………………

Dear…………………………………………….,

This letter is to formally notify you that………………………………….has had problems with his / her breathing today at ..................... o’clock. This happened when……………..........................................................................................

…………………………………………………………………………………………………………………………………………………………………………….

A member of staff helped them to use their asthma inhaler.

**The inhaler used was (please tick box that applies)**

Pupil’s own prescribed inhaler

Pupil’s own prescribed spare inhaler

School’s emergency inhaler

Number of puffs given............

Additional information **(if emergency inhaler was used please give reason why the pupil’s own or spare inhaler was not accessible**).

Although they soon felt better, we would strongly advise that you have your son / daughter seen by your own doctor as soon as possible. As this is the second time the emergency inhaler has been used with a four week period we will be sending a copy of this letter to your GP.

Yours sincerely,