

Parent's Name  
Address  
Suburb State Postcode

Dear Parent,

To help us provide the best asthma care for your child, please complete the attached Asthma Record if your child has been diagnosed with asthma. This form should be completed in consultation with your child's doctor and returned as quickly as possible to us.

To keep our records up to date please send us written advice of any changes to your child's asthma management or request an additional copy of the Asthma Record.

At the time you return the Asthma Record, please demonstrate how to administer your child's medication.

If there is no Asthma Record provided for your child's asthma management, staff who have been trained in Emergency Asthma Management will use the standard Asthma First Aid Plan as detailed in our Asthma Policy if your child has been known to have asthma or is having difficulty breathing.

Services have policies and procedures for managing medical emergencies including when an ambulance is called. We encourage you to have ambulance cover for your child.

If you would like any further information about asthma management, please contact Asthma Foundation NSW on 1800 645 130 or [www.asthmansw.org.au](http://www.asthmansw.org.au).

If you have any queries regarding this matter, please contact me.

Thank you,  
Yours sincerely

Director's Name  
Children's Service Name