

Use this template by copying and pasting the text onto school letterhead. It is recommended that schools send this letter or similar letter home to parents/ guardians early in the school year.

DRAFT – 3rd Flu Letter to Parents (use school letterhead)

Date:

Dear Parent or Guardian:

We wrote to you recently to tell you about a flu outbreak in our community. There are now even more students and staff in our school who are ill with this flu virus. Still the Kendall County Health Department tells us that students who are not ill can continue to attend school. The schools will remain open at this time. We will keep you updated with any important information.

To keep the flu from spreading to more people, we ask you to keep sick children home. Any children who are sick in school will be sent home.

We want you to protect yourself and your family against this flu. Here are some ways to stop the spread of germs and sickness and take care of your family:

- Keep children who are sick at home. Do not send them to school.
- If someone in your home is sick with the flu, keep them away from those who are not sick.
- For fever, sore throat and muscle aches, **in adults**, use ibuprofen (Motrin) or acetaminophen (Tylenol). **Do not use aspirin with children or teenagers; it can cause Reye's Syndrome, a life-threatening illness.**
- Things you can do to help those sick in your home:
 1. Have them drink lots of liquids (juice, water)
 2. Keep the ill person as comfortable as possible. Rest is important.
 3. Keep tissues and a trash bag within reach of the sick person.
 4. Be sure everyone in your home washes his or her hands frequently.
 5. Contact a healthcare provider for further advice. If the ill person is having difficulty breathing or is getting worse, **seek emergency medical care at once.**

Call the school hotline number, *[insert school info here]*. You can get more information by calling the Kendall County Health Department flu hotline at (630) 553-8340 or visiting their website at www.kendallhealth.org.

If the flu continues to spread and more students become ill, schools may close for days or weeks. The purpose of closing schools will be to keep children from getting sick. If schools are closed, children should stay at home. Begin planning now for childcare in your home. Address these issues with your employers if they have yet to provide guidance in this area. They will be affected also.

Sincerely,