

Year End Disposition of Durable Medical Supplies and Equipment Sample letter
and Form

Dear Parent/Guardian:

You have indicated that your child needed to have the following supplies and/or equipment at school this year.

Please be advised that it is the end of the school year and there are no provisions to safe guard the equipment over the summer and no way to guarantee the supplies or equipment will be at school when your child returns in August.

Durable medical supplies and equipment are expensive and often difficult to replace. It is our goal to return your child's supplies and equipment to you. Please notify the school office and make arrangements to pick up the equipment before _____.

We have the following equipment at school (circle the appropriate supplies/equipment)

- Peak Flow Meter
- Spacer (asthma inhaler aid)
- Pulmo Aid or Nebulizer (breathing treatment machine)
- Blood Glucose Meters/Glucometers
- Insulin pump supplies (batteries, infusion set, etc.)
- Syringes (injection)
- Catheters
- Special Feeding Formula or supplemental feedings
- G Tube supplies
- Trach supplies
- Portable Oxygen
- Other:

Date _____

School _____ School year _____

Student name _____ Type of equipment _____

Purpose of equipment _____

- Parent notified to pick up equipment- yes _____ no _____
- If yes, how many contacts were made with the parent: Pers. Contact _____ Phone _____ Letter _____