Arrangement for Administration of Medication

Dear Parents,

First of all, we encourage parents and physicians to minimize medication to be taken during school hours. Medications should be given before and after school hours whenever possible.

Please adhere to the following guidelines if your child requires medication in school:

1. A completed ‘Medication Authorization Form’ must be submitted to the school before the medication can be administered. For your future reference, the Medication Authorization Form is available on the JCSRS website in the ‘Student Health & Wellbeing’ section.’
2. Medications must be clearly labeled with student’s name, drug name, dosage, time and route to be taken identified on the original label on the packaging in which it was dispensed.
3. Please provide a note/letter from the doctor with clear instructions of required dosage and relevant effect. School will not accept medicines that have been taken out of the container as originally dispensed, nor make changes to dosages on parental instructions.
4. Parents or parents representative bring any medication to school in the original container. Please deliver it directly to the school nurse or class teacher. Please do not give the medication to the bus escort, unless under prearranged circumstances.
5. Medication will not be sent home with a child. Where there is an excess of medication sent, this must be collected from the school by a parent or parent representative.
6. The school does not assume responsibility for any reactions that may occur following administration of medication sent from home, nor can there be any responsibility assumed if the parent does not send sufficient medication.
7. To protect your child, we will NOT prescribe medication for your child.
8. Only prescribed medication for medical conditions under a physician’s prescription will be administered at school. Any kind of supplement **will not be** administered during school hours.

Please follow the procedural guidelines for the safety of everyone in our school community. Thank you for your sincere support and cooperation.

Yours sincerely

Christine

Christine Cheung

School Nurse

Jockey Club Sarah Roe School