

Arrangements for Medication Administration

We encourage parents and physicians to minimise the administering of medication to children during school hours. Medications are expected to be given before and after school hours whenever possible.

If your child requires medication in school, please adhere to the following guidelines:

- A written request must be received from the parent or guardian.
- Only medication prescribed by a doctor would be administered by the school to your child. A note from the doctor should be received stating that it is necessary for the child to take medication during school hours. The note should give clear instructions concerning the required dosage.
- Any medication should be brought to school by the parent or parent's representative. It should be delivered personally to the school nurse or class teacher.
- Medications must be clearly labelled with the name of the medication, the child's name, dosage and expiry date.
- The parent must ensure that medications provided to the school are within the expiry period. The parent will provide replenishment before expiry.
- A completed Medication Authorization Form must be submitted to the school before the medication can be administered. The Medication Authorization Form is available on the RCHK website.
- Medication will not be sent home with a child. Where there are excess or expired medications, these must be collected from the school by an adult.
- The school does not assume any responsibility for any reactions that may occur following the administration of medications, nor can there be any responsibility assumed if the parent does not send sufficient medications that are within the expiry period.

To protect your child, we will NOT prescribe medications to your child, and will NOT provide medications to your child unless authorised by the parent.

We ask that all parents follow the procedural guidelines for the safety of everyone in our school community.

Anney Chan

Business Manager

Karen Chan

School Nurse