



## Arrangements for Medication Administration

We encourage parents and physicians to minimize the prescription of medications 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 request must be received from the parent or guardian in writing.
- If the medication was prescribed by a doctor, a note 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 labeled with the name of the medication, the child's name and dosage.
- 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 is excess medication, 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.

To protect your child, we will NOT prescribe or provide medications to your child.

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

**Samuel Hureau**  
**Business Manager**

**Karen Chan**  
**College Nurse**