

Hong Kong Christian Service Pui Oi School

School Notice: 2019/20_004

2nd September, 2019

Dear Parents,

Re: Medication Administration Safety in School

To ensure medication administration safety in school, please note the following measures taken in school:

1. The school only administrates medications prescribed by Hong Kong Registered Practitioners. We do not administrate over-the-counter drugs, supplements, Chinese herbs.
2. Full medication label with the following details: student's name, medication name, dosage, route, frequency, practitioner's or hospital's name, prescribed date and medication expiry date.
3. Medications prescribed by Hong Kong Registered Practitioners within 7days (except long term medications).
4. Supplements prescribed by Hong Kong Registered Practitioners or dietitians with valid prescription (within 1 year) and updated prescription given to the school nurse.
5. Please give full medication label (original or copy label) to the school nurses.
6. Please put medications into the plastic zipped-up bag inside the student handbook and pass it to the class-teacher with clear instruction: reasons for taking drugs, administrative time and frequency. Class-teacher will pass the message to the school nurse.

For enquiry: 2490 2955 (Ms Kan/Ms Li/Ms Tsoi/Ms Pak, School Nurse)

Yours sincerely,



Mr. WAN Chun Ki
Principal

***Reply Slip**

Hong Kong Christian Service Pui Oi School

School Notice: 2019/20_004

Re: Medication Administration Safety in School

Student's name: _____ «姓名» Class: _____ «組別»

We understand the Medication Administration Safety in School.

Parent's name: _____

Signature: _____

Date: _____