

Hong Kong Christian Service Pui Oi School

School Notice: 2020/21_003

1st September, 2020

Dear Parents,

Re: Medication Administration Safety in School

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

1. School nurses only administrate medications prescribed by Hong Kong Registered Practitioners. We do not administrate over-the-counter drugs, supplements or Chinese herbs.
2. Full medication label is required 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 have to be prescribed by Hong Kong Registered Practitioners within 7days (except long term medications).
4. Supplements have to be prescribed by Hong Kong Registered Practitioners or dietitians with valid prescription (within 1 year) and updated prescription has to be given to the school nurses.
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 instructions: reasons for taking drugs, administrative time and frequency. Class-teacher will pass the message to the school nurses.

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

Yours sincerely,



Mr. WAN Chun Ki
Principal

Reply Slip

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Re: Medication Administration Safety in School

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

We understand the Medication Administration Safety in School.

Parent's name: _____

Signature: _____

Date: _____

Please return the slip to Ms. Li, School Nurse.