



### **Medication Authorisation Form**

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_  
(parent's/guardian's name) (child's name & class)

hereby authorise Glenealy School to administer the following medicines:

|                     |                       |
|---------------------|-----------------------|
| Student's name      | Class                 |
| Medical Problem (1) | Medication and dosage |

#### **Arrangements for Drug Administration**

To better manage our medical service to your child, the following procedures regarding medication being brought to and administered in school will take immediate effect. Medication refers to routine medicines administered orally (tablets or liquid), ointments/creams, or sprays.

We encourage parents and physicians to minimise the prescribing of medication to be taken during the school day. Medications will be expected to be given before and after school hours whenever possible.

However, if your child does require medication in school, please adhere to the following guidelines:

1. A request from the parent or guardian must be received in writing before the start of the school day. All medical communication should be sent to [nurse@glenealy.edu.hk](mailto:nurse@glenealy.edu.hk) and copied to the class teacher.
2. If a doctor prescribes the medication, a note should be received stating that the child must take it during school hours. The note should give clear instructions concerning the required dosage.
3. Any medication should be brought to school by the parent or parent's representative and delivered personally to the school nurse/school health professional. The school nurse is usually on duty at the school gate each morning to collect medication, and it would be helpful if parents introduced their child to the nurse when handing over the medication. The medication should not be given to the bus escort.
4. Medications must be clearly labelled with contents, child's name and dosage.
5. Before administering the medication, a completed Medication Authorisation Form must be submitted to the school.
6. Medication will not be sent home with a child. Where there is an excess of medication, an adult must collect this from the school.

#### **Glenealy School**

7 Hornsey Road, Mid-Levels, Hong Kong

T: 25221919 F: 25217838

email: [enquiry@glenealy.edu.hk](mailto:enquiry@glenealy.edu.hk)

website: [www.glenealy.edu.hk](http://www.glenealy.edu.hk)



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7. 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.

To protect your child, we will not prescribe/provide drugs/medications to your child unless authorised by the parent/guardian..

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

Thank you for your support and understanding.

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