



### MEDICATION AT SCHOOL

In accordance with Ministry of Education guidelines, if parents wish school personnel to administer prescription medication during school hours, the request for the service and the authorization to provide such service must be made in writing by the parent. A 'Medication Administration Request Form' is available for download in the Current Parent Section of our Website. All medications sent to school are kept in a secure location in the office.

**All medication must be in its original labelled bottle or package. Please do not send medication into school in baggies or other (non-original) containers. Please be aware of the quantities of daily medication remaining at school and send in refills in advance of your child running out. It cannot be the school's responsibility to notify parents of the need for refills. Medication must be sent in ready-to-dispense form – the school cannot split pills.**

If parents wish school personnel to administer over-the-counter medication such as Tylenol or throat lozenges, it must be labeled with the child's name and sent to the office with specific written instructions including student's name, medication name, dosage, date(s) and time(s) of administration - and signed by the parent. All medication, including throat lozenges, must be kept in the office and not in the student's desk or knapsack. Due to safety concerns, students cannot store or self-administer ANY medication at school. **Please do not put medication in student lunch boxes.**