

Introducing MEDICATION POLICY & FORM

Administering of medicine at Newton Kindergarten.

Effective from the 15th of December, 2006.

1. Please use the school's "Medicine Administering Form" to write in the communication book or provide a letter every time you want the school nurse to administer medicine to your child.

The instruction of **dosage** and **before or after meal** must be **clearly** stated.

MAKE SURE the school's "Medicine Administering Form" is included in the back of your child's communication book. If not, inform your child's class-teacher ASAP or print the form below and cut & paste in the communication book.

Medicine Administering Form

classroom:		child's name			
Date:	Symptoms	Medication	Purpose	Dosage & Time	Parent Signature

2. Both **child's name** and the **medicine's name** must be written on the medication package itself.
3. If the instructions above is not clearly stated the teacher cannot administer the medicine to your child.

Thank you for your cooperation,

Newton Kindergarten