

## **MEDICATION, HOSPITAL AND EMERGENCY POLICY**

We wish to bring the following to your attention:

1. Please do not send any loose tablets or opened packages of medication to school with your child. Medication should preferably be sent in the closed package a originally dispensed by the pharmacist. Please mark all medication clearly with your child's name.
2. If possible, please send a month's supply of medication as this facilitated easy record keeping.
3. If parents however opt to send medication on a weekly basis, it needs to be send in a clearly marked and sealed package (e.g. a sealed envelope). **Medication must on no account be sent loose in your child's hand** as this can lead to unnecessary problems
4. School/Education policy states that no learner should be in possession of any medication himself/herself. Parents must hand medication in personally. We appreciate that this is sometimes inconvenient or difficult to do, but we need your cooperation to ensure the safe distribution of medication at all times.
5. Please inform the teacher in writing if there is **any change in your child's medication or if medication is to be ceased**. A Doctor's prescription alone or a message sent with a child is not sufficient. We need to have written permission from parents.
6. Please complete the accompanying document that grants us permission to provide your child with the necessary medication. We are unable to provide your child with medication unless this document is signed and returned to us.
7. Please provide us with a copy of the prescription for your child's medication. A copy of the prescription is required whenever there is a change in medication.
8. Please complete the accompanying document that grants us permission to take your child to the closest hospital Trauma unit in case of emergency. For this purpose we also require a copy of your Medical Aid Card. (Please note that in this event you will of course be notified as soon as possible by the secretary regarding the situation whilst your child will be rushed to the Trauma Unit by another staff member to save his/her life.)

As you are aware, Ritalin is a schedule 6 medication and needs to be used with care and responsibly by parents, as well as staff. Please help us to ensure the safe and effective use of medication at all times. We trust that we can rely on your cooperation in this regard.