

MEDICATION ADMINISTRATION REGULATIONS

The UTS School Services Office would like to inform Parents about the medication administration policy at UTS. We hope that these guidelines will effectively support Parents/Guardians in taking care of their children's health at school.

1. Specific considerations for medications given in school:

- 1.1. The above procedure will also apply to all non-prescription medicines administered to Students in Preschool through Grade 5. Students in Grade 6 through 12 may keep nonprescription medications, but only enough medication for one day.
- 1.2. Medication administration will not apply to Kindergarten Students except in cases of chronic illness or long-term treatment prescribed by the treating physician (limited application).

2. Specific considerations for medications given in school:

- 2.1. Medication can only be given with written permission from the Parents/Guardians and accompanied by a valid prescription from Doctors.
- 2.2. Non-prescription medicines will be accepted with verbal authorization from the Parents/Guardians in regular cases (flu, runny nose, headache, non-prescriptive drugs, etc.).
- 2.3. For Students with long-term medical needs, please take note of the case carefully.
- 2.4. From Monday to Friday, between 7:00 and 7:45 A.M., the School will accept medicines at the school gate and at the school's medical center. For the remaining time frames, please contact the medical staff for more information.
- 2.5. The medical staff will notify the Academic Board and the Homeroom Teachers of the Students who are taking medication over an extended period.

3. Medication administration procedures:

- 3.1. If Parents/Guardians are unable to deliver medications to the medical staff at the school gate, they can deliver the prescription to the School bus guardian (in case Students use the school bus service) or Homeroom Teachers (for other reasons).
- 3.2. Please fill out the medication form attached [HERE](#) or provide us with the Student's prescriptions confirmed by the Pharmacist or Doctor to ensure that Students receive accurate treatment.
- 3.3. All prescription medication given in school settings requires written authorization from Parents/Guardians or Homeroom Teachers' written consent.

Moreover, to deliver the most effective treatment to Students in need, the School Services Office hopes that Parents/Guardians will follow the policy and retain the prime responsibility for their children's health.

UTS School Services Office