

# Authorization to Administer Medicine

Kodomoen SEIKA Kindergarten

【Please submit for per medicine】

Class		Name of child	
Date		disease name	
Name of hospital that prescribed	*Please submit instruction of taking medicine.		
1. This medicine was prescribed _____ date _____ month _____ year			
2. Please keep this medicine (at normal temperature or in a refrigerator or other.			
3. Hour when child take medicine _____ minutes before eating / _____ minute after eating other AM or PM at _____ o'clock			
4. Medication to be taken as needed (1) <u>What is medicine?</u> _____ (2) <u>How to take medicine?</u>			
I give approval to SEIKA to administer above stated medicine to my child. I do so with full understanding that SEIKA takes no responsibility in the event of an attack or reaction.			
<u>Name of Parents</u>		<u>stamp</u>	
Confirmation Date	/	/	/
Date of giving medicine(SEIKA)			
Confirmation by parents			
1. Please take medicines at your home as much as you can. If you are unable, we can administer medicine at school. *We only accept medicines prescribed by doctor.			
2. Don't put medicines in back pack. Please give to teacher of office staff. Please understand that we will not give medicine to child if medicines is not delivered by hand.			
3. Please make sure to write child's name on the medicine bag or case.			
4. The amount of medicines is per dose. For the liquid medicine please use one container for one dose.			
5. Please also inform your class teacher by letter if child needs to take medicine.			
6. This document is for max 7 times.			
7. We will keep this documents after finishing, so please give it back.			

# About Authorization to Administer Medicine

To parents

1. To avoid accidents, please write all information on this documents and delivery medicines by hand. Originally, we would like parents to come to school and take medicines for you child, but for only emergency or unavoidable case, school gives child to take medicines instead of parents.
2. As a general rule, we do not administer medication to the children. Please advise your doctor of his general rule and the times your child will attend school.
3. Medicine that your child takes at school must be prescribe by doctor. We can't accept by parent's personal opinions.
4. As a general rule, we can' accept taking suppository at school. If your child has febrile convulsion, it's unavoidable case, and your child needs to take suppository at school, please attached specific instruction (but we can't accept if your child take suppository for the first time.)
5. The situation that "taking medicine if your child has high fever" or have a cough or an attack starts" because we can make decisions. Please understand we have to call you for making decisions.
6. For the chronic disease such as bronchitis, atopic dermatitis, diabetes, or long-term treatment, we need to consult closer with your doctor and parents.
7. About medicines that you bring from your home
  - (1) For medicines diabetes by your doctor, you need to attach this document and instruction.
  - (2) Please prepare medicines for one does and delivery to teacher or office staff.
  - (3) Please make sure to write your child's name on medicine bag or case.
8. At school office, we have this documents. If your child is bus student, please tell bus teacher. We will give this document in the next day.