

**Form 8: Checklist for schools**

Parents have been provided with relevant information sheets and forms.	
All forms 1-6 (7 if required for self-administration) have been received, completed and kept on file.	
Chronic Illness Action Committee has met and reviewed the chronic care plan and emergency action plan.	
Members of the Chronic Illness Action Committee have identified themselves to the learner and are available in case of emergency care.	
Class teacher is aware of learners chronic care plan and emergency action plan.	
A designated member of school personnel has been selected to administer medication and has agreed to do so. Should this member of school personnel be absent, an alternative personnel member is identified and has agreed to administer medication.	
A venue has been selected for the administering of medication. The venue is private and easily accessible to learners and school personnel.	
Administering of medication occurs at a time suitable to both learners and school personnel, and when there is minimal disruption of teaching time.	
Administering of medication occurs, as far as possible, at the same time every day.	
Proper procedures for the verification of the identification of the learner, the prescribed medication and the dosage have been followed.	
A record is kept of all medication administered.	
All precautions for the safety, storage and administering of medication have been taken.	
All precautions have been taken for the disposal of medical waste	