



Guiding Principles

Dear Parent/ Guardian

In Donard School, we are fully committed to meeting the needs of all pupils, and in collaboration with parents we work to meet the particular needs of those with medication and medical needs. In this leaflet we have provided a summary of guidelines provided by Department of Education and the Department of Health and Social Services, on parental and School responsibilities in relation to the administration of medication. It aims to clarify parental responsibilities to ensure pupils' needs are met and clarifies decisions or issues that may arise in relation to the administration of medication. Guidelines cited apply to all Schools.

Mrs E Lavery
Principal

Administration of medication remains the responsibility of parents or those with parental responsibility. Parents are responsible for providing School with information regarding pupil's condition and medication or any changes that occur.

In order to ensure safe administration of medication parents should note the following:

Parents should be aware that Staff cannot administer any non-prescription or over-the-counter medications in School e.g. pain killers, Sudocreme, Carobel, cold sore cream etc unless they are included (with dosage) on an AM2 form. Similarly, Staff can only administer antibiotics (even if they are only taken over a short time span) if they are on an AM2. All such medication should be sent in to School in its original, unopened packaging.

Parents should ensure that original Care Plans for pupils with Epilepsy should be available to School staff at all times. If a pupil comes to School without their Care Plan parents will be contacted immediately as staff cannot administer rescue medication without it.

(Continued)

Prescribed medication will not be accepted in School without an AM2 form completed and signed by the doctor, giving details of all medications, dosages etc School can only administer the dosage detailed on the AM2. Changes cannot be made by Parents.

Only reasonable quantities of medication should be supplied to the School (each half term)

Where the pupil travels on School transport with an escort, parents should ensure that the appropriate 'Handover of Drugs' form is signed (AM6). The bus escort should always be made aware that a pupil is travelling with medication.

All prescription medication sent in to School must be in its original bottle/box/tub with the pharmacy label on it citing the pupil's name, medication, dosage, frequency of administration, date of dispensing, storage requirements and expiry date.

The information contained in this leaflet is provided to ensure that we provide a safe and caring environment for all pupils. Our aim is to work closely with all parents to ensure the needs of our pupils are met fully.

Should you wish to discuss any issues please do not hesitate to contact the School. Any comments and/or suggestion in relation to the information shared in this leaflet would be welcomed and valued.

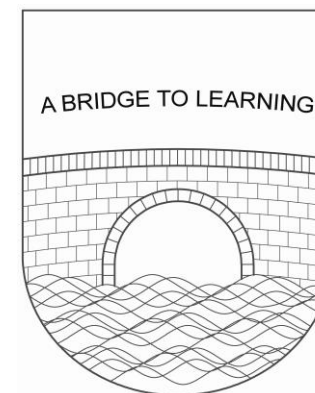


Many thanks for your continued support.

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**DONARD SCHOOL
BANBRIDGE**



**INFORMATION
FOR PARENTS
SUPPORTING PUPILS
WITH MEDICAL
NEEDS**

