

# Fountain Primary School

18 Hawkin Street, Londonderry, BT48 6RD. Tel: 028 71 374909



Dear Parent/Guardian,

It has come to our attention that some people may be unaware of the school's policy regarding administration of medication.

We would like to remind you of the following key points from the school policy:

1.5.2 Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication.

1.5.3 Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.

1.5.7 Each item of medication must be delivered to the Principal or Authorised Person, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:

- Pupil's Name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date

If your child requires medication, the class teacher should be fully informed of how and when this should be taken. Staff will supervise the taking of any medication but will not administer it. A form has been attached to help you keep your child's teacher informed.

If your child's medication changes, it is your responsibility to inform the teacher. This must be done by completing another form which will be available in the school office.

Parents are reminded that children should not take any other persons prescribed medication. Any medication which has been prescribed for your child will have their name printed on it by the dispensing pharmacy.

Please fill in the following details regarding your child's medication.

Pupil's Name and Class	
Name of Medication	
Dosage	
Frequency of Administration	
Date of Dispensing	
Storage Requirements	
Expiry Date	
Parent/Guardian Signature	

