

Dundalk Grammar School

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DUNDALK GRAMMAR SCHOOL

Medication Agreement for Boarding Students

Introduction

The Parents/Guardians of any boarding student(s) requiring medication must ensure that medicine is never consumed without the full knowledge of the school.

Medication must always be taken in the presence/in front of a member of staff.

It is the parents /guardian's responsibility to notify the DGS School Medic, Head of Boarding, and the Headmaster via email at medic@dgs.ie, boarding@dgs.ie and admin@dgs.ie of any medication their son/daughter needs whilst on school premises. It is essential that the school is informed, by email; when your son/daughter is taking medication, whether it is prescribed by a doctor/consultant **or** if it is an over-the-counter medication for an allergy or another ailment.

All medications must be in the original container/packaging, clearly labelled and in date. All medication will be kept secure in the school medicine cabinet and administered when required.

Over-the-counter Medication

If a student needs to take over-the-counter medication, the *Parent/Guardian Medicine Request Form* must be completed and returned by email to the DGS School Medic, Head of Boarding, and the Headmaster via medic@dgs.ie, boarding@dgs.ie, and admin@dgs.ie. On receipt of this email, a care plan will be drawn up between the Medic and the parent/guardian. This will then proceed to the Headmaster or Head of Boarding for their approval.

Prescribed Medication

If a student is taking prescribed medication, the *Parent/Guardian Request Form* must be completed and returned by email to the DGS School Medic, Head of Boarding, and the Headmaster via medic@dgs.ie, boarding@dgs.ie, and admin@dgs.ie. School personnel may agree to honour parent/doctor requests for the administration of prescribed medication to students, on an individual basis, for a limited period of time. On receipt of this email, a care plan will be drawn up between the Medic and the parent/guardian. This will then proceed to the Headmaster or Head of Boarding for their approval. The School Medic will liaise with the Headmaster or Head of Boarding to confirm that boarding staff are willing to dispense the

medication. Please be aware that there is no obligation on boarding staff to hold and dispense medication. However, we will always try to facilitate such a request and will assess on a case-by-case basis.

In the instance your son/daughter is taking prescription medication, we require that your Doctor/Consultant completes the *Fitness to Return to Boarding Form*. This must be returned with the *Parent/Guardian Medicine Request Form* as above. This indicates whether your son/daughter is fit to resume boarding, or if they should proceed as a day student while they recover. On receipt of the form, a care plan must be approved and confirmed by all parties (school/parent/guardian) before boarding can recommence.

Medication Dispense Times

Please note that should an agreement be reached for dispensing of medication, the times available are:

- Breakfast: 7.30am - 8.00am
- Dinner: 1.15pm - 1.55pm
- Afternoon/Tea: 4.00pm - 5.00pm
- Evening: 7.00pm – 7.10pm
- Dorm: 9.30pm – 10.00pm

To reiterate, in relation to any necessary medication needed by your son/daughter must be communicated through the *Parent/Guardian Medicine Request Form* via email to medic@dgs.ie, boarding@dgs.ie and admin@dgs.ie, with at least 24 hours' notice given before the student's return to boarding.

Should there be other specific medical needs or medication requiring administration during the school academic year please contact the School Medic immediately.

Parent/Guardian Medicine Request Form

This form must be completed for all medication (over-the counter or prescribed) and returned to medic@dgs.ie, boarding@dgs.ie and admin@dgs.ie in advance of the student's return.

To be completed by a Parent or Legal Guardian:

Name of Student: _____ Date of Birth: _____

Address: _____

Year: _____ Form Class: _____

Name of Medication: _____

Instructions for Administration of Medication:

Frequency: _____

Start Date of Medication: _____

Completion Date of Medication: _____

- I have read, understand, and agree with the information stated in the introduction.
- I give my permission for the administration of _____ (name of medication) to be given to my child.
- I will notify the school immediately if there is any change in the use of the medication.
- I agree to hold both the school and staff harmless from all liability, foreseeable or unforeseeable, for damages or injury resulting directly or indirectly from this authorisation.
- I acknowledge that my child is in boarding and is sharing a dorm with other students, therefore I am confirming that my son/daughter does not have a contagious disease, that could spread to other boarders while, during or after treatment.
- I agree that my son/daughter will take responsibility to arrive on time with the agreed staff member at the designated times agreed, to receive the medication.

Signature of Parent/Guardian _____

Printed name of Parent/Guardian _____

Date: _____

Fitness to Return to Boarding Form

This form must be completed along with the *Parent/Guardian Medicine Request Form* where a student has been prescribed medication for administration and returned to medic@dgs.ie, boarding@dgs.ie and admin@dgs.ie in advance of the student returning.

To be completed by a Doctor or Consultant:

I recommend that, the medication of _____ may be given to

(Student Name) _____

Daily frequency: _____ Dose: _____

I am aware that this student is returning to boarding and will share a dorm with other students during the week.

Please tick the appropriate box below:

Yes, I approve for the student to return to boarding*:

Yes, I approve of the return to school but not to boarding until medication has been completed:

Doctor/Consultant Signature: _____

Printed name of Doctor/Consultant: _____

Date: _____

** Please note that on receipt of this form a care/safety plan must be approved by all parties (school/parent/guardian and student) before boarding can recommence. Where a student has been prescribed medication for administration this should be signed by the Parent/Guardian and returned to medic@dgs.ie and boarding@dgs.ie in advance of the student returning to boarding.*

Doctor's stamp