



Medication Policy- School clinic

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1. Information / contacting the parents

- 1.1. Clinic staff may contact parents if they need to obtain some information about the child or inform child's parents about administering medication. Parents will be notified by telephone and/or email.
- 1.2. However, in case of an emergency, and if parents are not contactable, it will be at the discretion of the medical director/school nurse or school doctor to medicate the child (in such cases as high fever, allergic reactions, severe injuries, etc.).

2. Administering Medications

- 2.1. Medication are only administered if it is necessary to maintain the student's health in the school and to those needed in the event of an emergency.
- 2.2. The school clinic has a limited stock of medications and remedies. Medication are stored in a temperature controlled locked cupboard.
- 2.3. Pediatric oral suspension / oral syrup is being kept in the temperature controlled and locked medical fridge.



- 2.4. The school nurse, school doctor follows strictly the dosage in regard of age and weight.
- 2.5. Over the counter medication (*OTC*) are medications that are safe and effective for use by the general public without seeking treatment by a health professional. Ibuprofen and Paracetamol are *OTC* for pain and fever relief. The student may receive such medication as paracetamol and ibuprofen if required.
- 2.6. Prior to administering of any medication to a child/student, parents will be notified and verbal consent will be obtained.
- 2.7. Pain relief medication will not be administered to the same student more than one time/ in one day, without parental consent.
- 2.8. Before administering Medication, the school nurse or school doctor should check
 - the child's identity
 - that there is written consent from a parent/caregiver
 - that the medication name and strength and dose instructions match the details on the consent form
 - that the name on the medication label is that of the child being given the medication
 - that the medication to be given is in date
 - that the child has not already been given the medication
- 2.9. If there are any concerns about giving a medication to a child, the school nurse, school doctor must not administer the medication but should check with the parent/caregiver or a health professional, documenting any action taken.
- 2.10. Immediately after administering or supervising the administration of medication, written records should be completed and signed.
- 2.11. When a medication cannot be administered in the form in which it is supplied e.g. a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the parent/caregiver, following advice from a healthcare professional.
- 2.12. If a child refuses to take a medication they should not be forced to do so.
- 2.13. Refusal should be documented and agreed procedures followed.
- 2.14. Parents should be informed as soon as possible on the same day.
- 2.15. If a refusal could result, or results in an emergency then the school's emergency procedures must be followed.
- 2.16. If school the school nurse, school doctor take responsibility for the administration of a medication a record should be kept which includes:
 - the name of the child
 - child's date of birth
 - the name and strength of the medication
 - dose given
 - the date and time of administration
 - the person responsible for the administration
 - quantity of medication received or returned
- 2.17. Reasons for any non-administration of medication should be recorded and the parent/caregiver informed as soon as possible "wasted" doses (e.g. tablet dropped on floor) should also be recorded.

3. Students who need their own medication

- 3.1. Students are not allowed to carry any medications around the school, except if a child needs a medication to be administered during school hours. Then a doctor's prescription needs to be obtained and written request should be filled from parent/guardian for administration of medication in the school.
- 3.2. Medications should be delivered by the parent/guardian to the clinic and can be collected at the end of the school day or at the end of the prescribed course.



- 3.3. Where a child travels to school by the school transport, medications can be handed over to the Bus Guardians with a copy of the prescription and a signed note from the parent/guardian.
- 3.4. Medication that needs to be refrigerated at all times must be transported with an ice pack rather than ice-cubes.
- 3.5. Medications must be sent in their original packaging and should be clearly labeled with the student's name, required dose, timing and route of administration and duration, and the medication will be recorded in the student's health file.
- 3.6. If a medication has been administered in the morning, a note should be sent to the school clinic. Medications that are dosed twice daily should be administered by parents at home in the morning and after the school hours.
- 3.7. For those students who need to receive regular doses of a prescribed medication (i.e. Insulin, Asthma inhalers, Nebulizers, Eye drops), a consent form needs to be completed which specifies name of the prescribed medication, required doses and timings. The consent form must be updated accordingly in case of any changes.
- 3.8. For children with illnesses such as anaphylaxis, asthma, epilepsy or Type 1 diabetes, the emergency medications (such as Epi-pen, Glucagon, Nebulizer solutions, Asthma Inhalers and Diazepam) must be stored in the school clinic.
- 3.9. The medication should be carefully labeled with the student's name, Date of birth, route of administration and a required dose.

4. Prescribed Medications

- 4.1. Must have a signed parent request form.
- 4.2. The medication must be in a properly labeled prescription, with the student's name and the correct directions for dispensing the drug, and must be written by a physician licensed.
- 4.3. Medications must be kept in the school clinic and administered by the school nurse or school doctor.
- 4.4. Students do not carry prescribed medications with them to class.
- 4.5. An initial dose of the medication should be administered at home first.
- 4.6. Parents are strongly encouraged to hand deliver prescription medications to the school nurse.
- 4.7. Students are strongly discouraged from transporting medications on the bus.
- 4.8. In the event the parent is unable to hand deliver prescription medications to the school, he has to contact the school nurse to make arrangements.

5. Controlled Substances/Triplicate Prescriptions

- 5.1. Controlled substances MUST be hand delivered to the school by the parent.
- 5.2. They cannot be transported on the bus or in the hands of the student.
- 5.3. If the parent is unable to hand deliver the medication to the school, the parent must call and make arrangements with the school nurse.
- 5.4. Likewise, the nurse will not send controlled substances home with the student or on the bus.
- 5.5. If a medication needs to be returned to the home from the school, then the parents are asked to pick up the medication at the clinic.
- 5.6. The school will maintain a count of all controlled substances housed in the clinic.



6. Emergency Medications

- 6.1. Emergency Medications may be carried with the student on school premises or at any school activity as long as the school has on record a statement signed by the physician and the parent that the medication is an emergency drug to be used in life threatening situations and the student has been trained and is capable of self-administration.
- 6.2. If at any time the student is being negligent with this right or is putting other students at risk, then the Medical Director of the School will discuss the situation with the school principal and parents to determine a solution.
- 6.3. Emergency medications are the following:
 - Epinephrine Pens for anaphylactic shock
 - Inhaler medications for acute asthmatic attacks
 - Insulin and Diabetes Management supplies

7. Diabetes Medications

- 7.1. Diabetics medication or any items or medications needed to care for and treat their diabetes as outlined in the student's diabetes treatment plan may be kept in the student's possession while at school or during any school related activities.
- 7.2. Parents of students with diabetes should contact the school nurse immediately, so a diabetes treatment plan can be implemented for the student while at school.

8. Storage of medication

- 8.1. All emergency medication must be stored safely but must also be readily accessible at all times, i.e. not locked in a cupboard.
- 8.2. Digital thermometer controls the temperature inside the cupboard.
- 8.3. Asthma "reliever" inhalers must be available at all times, including prior to and during exercise. Whenever possible children should be responsible for their own inhalers, but when this is not possible the inhaler should be kept in an easily accessible place e.g. on the teacher's desk. The need for a child to have ready access to their inhaler should override any concerns about misuse by others.
- 8.4. Some medications may need to be refrigerated.
- 8.5. Digital thermometer controls the temperature inside the refrigerator.
- 8.6. School clinic refrigerator, with restricted access, is only for treatment medication for the school clinic

9. Out of school activities / Extended School Day

- 9.1. If medication is required during a school trip it should be carried by the child if this is normal practice e.g. asthma inhalers.
- 9.2. If not, then the medication should be carried by a member of staff who would be responsible for administering the medication, or the parent/caregiver if present.
- 9.3. If a child requires a travel sickness remedy, parents/caregivers should provide written consent and a suitable medication in its original container