

## **MEDICATION (PRESCRIBED AND NON-PRESCRIBED) POLICY**

*As a school we are required to have a policy in place that ensures tight management of medication storage and administration.*

1. The school clinic has its own supply of MOH schools approved medications which are necessary to maintain the student health in the school, and those needed in the event of an emergency.
2. If a child needs a medication to be administered during school hours, a doctor's prescription needs to be obtained and written request should be filled from parent/guardian for administration of medication in the school. Medications should be delivered by the parent/guardian to the school clinic and can be collected at the end of the school day or at the end of the prescribed course. Where a child travels to school by the school transport, medications can be handed over to the bus Assistant with a copy of the prescription and assigned note from the parent/guardian. Medication that needs to be refrigerated always must be transported with an ice pack rather than the ice-cubes. 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. All medications will be returned once the course of the prescribed treatment is completed.
3. 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.
4. 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. The medication should be carefully labeled with the student's name, route of administration and a required dose.
5. In the Middle and High School, all prescribed and non-prescribed medication must be handed in to the school clinic, not kept in the student's possession.
6. We will appoint an Identified Person(s) in the school to manage and administer medicines. At the moment that person is the School Nurse.
7. All medicines received by the School Nurse will be detailed in a register with clear records showing the medication received, administered, and disposed of or collected.

8. No child under the age of 16 should be given medication without his/her parent's verbal or written consent. However, in case of emergency, and if parents are not contactable, it will be at the discretion of the school doctor to medicate the child (in such cases as high fever, allergic reactions, injuries, etc.)
9. Students are not allowed to carry any medications around the school, except inhalers for asthmatic students.
10. The school reserves the right not to give medication.
11. Staff are responsible for ensuring that pupils do not have access to any medication they (teachers) have in their possession.