



**DUBAI
BRITISH
SCHOOL**
JUMEIRAH PARK

DBSJP Medicine Management and Administration Policy 2024-25

This procedure is reviewed annually to ensure compliance with current regulations

	Date	Name(s):
Created:		School Nurse
Last reviewed:	September 2024	
To be reviewed:	September 2025	

Medication Management & Administration Policy

1. Rationale

There may be occasions where students require medicines to be administered during School hours, either as part of an ongoing treatment regime or in response to a minor injury or illness during the school day. This document sets out DBSJP's Policy for the administration of medicines.

2. Aims

This Policy aims to ensure that, where necessary, any administration of medicines to students is carried out in a safe and controlled manner and that the relevant information is provided to the School about the medical needs of students. It also ensures that the relevant information is provided to parents in the event of medicines having to be administered to a child.

3. Policy Statement

3.1 General Health

- DBSJP is committed to ensuring that children may return to school as soon as possible after any illness, and that children with specific health needs are supported at school.
- Where, however, children are unwell and not fit to be in school, and where they are still suffering from an infection, which may be passed to others, children should remain at home to be cared for and looked after.
- Parents are asked to complete a detailed Medical Consent Form before their child joins DBSJP. It is imperative that we are fully informed of students' long term medical needs before admittance. It is essential to have sufficient information for children's medical needs to be adequately supported. The School Nurse keeps these forms on file.
- Parents are asked to keep the school informed of any changes to their child's health.
- In the case of on-going medical matters, parents are asked to provide treatment plans from the prescribing doctor and details of any changes.
- Parents are also asked to give their consent to the administration of medicine by the School Nurse should this be deemed necessary. Parents will be contacted as soon as practicable in the event of this being required.
- Where conditions require use of an Inhaler or EpiPen, the school requires parents to leave a spare Inhaler/EpiPen at School for use in case of an emergency.
- It is helpful that, when clinically appropriate, medicines are prescribed in dosages that can be taken outside of school hours.

3.2 Medication Administration

- The school will not administer or supply any medication unless directed by the parents.
- All parental consent for administering prescribed or non-prescribed medication must be in writing and supported by clear written instruction from a Doctor.
- The instruction must include the name of the student, the dosage and time to be administered and it should be in the original package of medication.
- The student medications are to be kept in the school clinic by the School Nurse (paying particular note to temperature) and in the original container in which it was dispensed.

- Teachers will be asked to release students at the appropriate time for their medication by the School Nurse.
- Students on school trips will be administered the prescribed medication by the teacher in charge.
- All the documentation regarding the medication administration will be confidential and kept in the student's health record in the school clinic.
- If the nurse, in consultation with the Head of School, determines that a medical request is unreasonable to be carried out by the school clinic, alternate arrangements will need to be made by the parents.
- Children with asthma, who can independently carry and use their inhalers will require parent's consent along with the doctor's report to be given to the Nurse.
- If the child is too young or too immature to take personal responsibility for the inhaler, the School Nurse will make sure that it is stored in a safe, but accessible place, and clearly marked with the student's name.
- The expiry date of all medicines in the clinic should be checked monthly and recorded in the check list form in the clinic by the School Nurse.
- The School Nurse will perform hand hygiene prior to and following medication administration.

3.3 Administration of Emergency Medication

Emergency medications are often given by non-oral routes. Some require training to administer, such as epinephrine injection (Epi-pen) used in an anaphylaxis reaction or oral glucose used to treat low blood sugar in diabetics (these have few significant adverse effects). Because these episodes, by nature, occur at unpredictable times, if the school nurse is not available there should be a trained designated member of staff.

- The Medical Consent Form should contain all allergy information and medical conditions of the child with the doctor's medical report and written consent from the parent.
- The Medical Alert List is to be completed by the Nurse and placed around the School. All staff including administration, teachers, support staff and the cleaning staff must be made aware of this.
- **Diabetic students** requiring insulin at school must be monitored. There must be a prescription from the doctor with clear instructions of administration of any medication. The teachers and all the personnel who have anything to do with this student must be made aware of the signs and symptoms of possible complications.
- Emergency medication needs to be kept safe, secure and quickly accessible in an emergency.

3.4 Administration of Epinephrine in Acute Allergic Reactions (Anaphylactic shock)

Anaphylaxis is a severe, potentially life threatening sudden allergic reaction. It can occur when a susceptible person is exposed to an allergen (such as food or insect sting). Reactions usually begin within minutes of exposure and can progress rapidly over a period of up to two hours or more.

Epi-pens (Epinephrine)

- Epi-pen is an auto injector device, which contains a single measured dose of adrenaline (also known as epinephrine) for administration in case of severe allergic reaction. A version containing half the standard dose of adrenaline (Epi-pen Jr) is available for small children under 20kg.
- When the child has signs of an acute allergic reaction, the Epi pen should be given according to the instructions. *Not giving the Epi-pen can be much more harmful than giving it when it may not have been necessary*

- They should be readily available for use in a severe allergic reaction.
- The Epi-pen should be stored at room temperature and protected from heat and light. It should be kept in the original labeled box.
- Expiry and discoloration of contents should be checked by the School Nurse monthly.
- The Epi-pen should be replaced by the school at the request of the School Nurse.
- The use of the Epi-pen must be recorded in the student's health record with time, date, history of incident and full signature of the person who administered the Epi-pen.
- Once the Epi-pen is administered in the severe allergic reaction, an ambulance must be called to follow up and transfer to the hospital.
- The used Epi-pen should be given to the ambulance crew so that they will know what medication the student has received.
- The parent/guardian should be informed.

4 **Roles and Responsibilities**

Parents/Guardian

Prior to administering a medication at school, the parents should:

- Provide the school with a written authorisation from the licensed prescriber that includes the following information: the student's name, name of the medication, dosage, hours to be given, method by which it is to be given, name of the licensed prescriber, date of the prescription, expected duration of administration of the medication, and most importantly, possible toxic effects and side effects. For any changes in medication, the parents must provide a written authorisation signed by the licensed prescriber.
- Provide the medication in the original container with the prescriber's instruction.
- Sign a Medication Consent Form before prescribed medicine is administered.
- Administer the first dose of any new medication, unless the medication is an "in school" medication only.
- Transport medication to the school so that the student is not responsible for bringing the medication to school. Unused medication should be picked up by parents within one week of the expiration date. After one week the medication should be destroyed by the school nurse.
- Keep the school nurse updated with their child's medical condition.

The School Nurse

- Must ensure safe and correct drug administration.
- Never give a non-prescriptive medication unless there is specific prior consent form from the parent.
- Before administering any medication, should check the student's medical record.
- Should contact parents prior to administering any medication.
- Verify any allergies of the student.
- Should check any adverse effect after drug administration.
- Should only administer medication at school when essential (i.e. detrimental to a child's health if not taken during the school day.)
- School nurse should not accept any medication that is provided in a different container or any changes made to the prescription form.
- Label multi dose container with date and time of opening.

- Use aseptic technique in medication administration.
- Must check for the expiry date on the drug.
- Should use the **6 Rights** of giving Medications.
 - Right drug
 - Right student/patient
 - Right dose
 - Right time
 - Right route
 - Right documentation

Medication should be returned to the parents when:

- The course of treatment has been completed.
- Medication label has become detachable or unreadable.
- Prescription instructions are changed.
- The medicine has expired.
- End of school term/year.

Medication returned to the parents must be documented on the student medical record including the name of the medication and return date, the signature obtained from parents receiving the medication and the name of the school staff member returning the medication.

Storage Recommendations:

- All medications should be kept in the clinic in a locked cupboard or refrigerator.
- As per Department of School Health, all medication required by students in school, must be accompanied by a Doctor's prescription along with parental consent in writing.
- The cupboard should remain locked at all times and the keys must be out of students' reach.
- A list of all medications and their expiry dates should be listed in the cupboard.
- Students' own medication should be clearly labelled with their name and expiry date.
- The refrigerator temperature should be kept between 2.2 and 7.7 Degrees for medication.

Staff Must

- Pass any medical information from parents to the nurse immediately.
- Monitor children receiving medication and report any change to the nurse immediately.

Be flexible in releasing pupils to see the school nurse in order to receive medication.

5 Applicable to

All staff and Parents

6 Related Documents

- Medical Consent Form
- Medical Alert List/ Register
- Standards for Clinics in Educational and Academic Settings (2024)