



Policy Title	Medication Management Policy
Effective Date	March 7, 2019
Version Number	2
Prepared/Reviewed By	Dr. Shahina Koya
Approved By	Mr. Ole Bernard Sealey - School Director

Overview:

Every child in the school has medical record, the clinic staff maintains and requests parents to help in keeping these records up to date. If a student has persistent condition, allergies or any medical condition that the school should be aware of, parents are requested to provide copy of medical report.

Medicine Administration during School Hours:

1. If a student is suffering from any medical condition and is required to take his medication during school hours, the medication should be kept in the school clinic. Medication should be limited to those required during school hours, which is necessary to maintain the student in the school, and those needed in the event of emergency.
2. According to DHA, it is mandatory for the parent to send a written order of prescription from the treating physician with the following details:
 - a. Name and date of birth of the student.
 - b. Dosage, Route, Frequency and Time of administration of the medicine.
 - c. Diagnosis requiring medication.
 - d. Intended effect of medication with possible side effects.
 - e. Other medication the student is receiving.
 - f. Approval for self-administration and time interval for reevaluation.
 - g. Direction of appropriate storage of the medicine.
 - h. Expiry date.
 - i. Stamp and signature of the student's treating physician.
 - j. Date of Prescription.
3. Medication must be brought to the school in a container, labelled appropriately by the pharmacist or licensed physician.
4. Over the counter medication shall be brought in with the manufacture's original label with ingredients listed and student's name affixed on the container.
5. In addition to the licensed prescriber's order, parent(s) or guardian should send a written request to administer the medication during school hours. This request must include the name of the student, the name of the parent(s) or guardian and contact number in case of emergency.
6. No student is allowed to keep any medication with him except with approval from treating physician to carry emergency medication on their person.



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For example Epi-pen, Glucagon, Nebulizer solutions, Asthma Inhalers, Diazepam etc. A written statement signed by the student's physician and parent or guardian verifying the necessity and the student's ability to self-administer the medication appropriately should be on student's school health record.

7. School medical staff will not administer the first dose of a new medication at school to avoid any allergic reaction from the first dose.

8. If a student suddenly falls sick or gets injured while in school and need to take any medication, the parent's consent is taken prior to administering the medicine. If the parent(s)/guardian are not reachable, then the school medical team will decide in the best interest of the student's health.