

MEDICATION ADMINISTRATION POLICY

Deira Private School maintains a strict Illness and Infection policy to prevent the spread of infections at the School. Sick children need to stay at home as they are best cared for at home where they are most comfortable and well rested.

In order to meet the medical demands of our progressive school, we have 2 registered and qualified School Nurses in attendance along with a full time DHA registered and qualified School Doctor

Medication to be administered on parent's request (Responsibilities of Parents):

- Parents should **hand over the properly labeled medicine** to be administered to the School Nurse, bus monitor or the class teacher. It is prohibited to send any medicine in the student's school bag.
- The parent MUST sign the **Medication Administration Form** filled in by the school nurse PRIOR to any medication being administered in the School Premises.
- The Parents must **provide the Medicine** to be administered **with a proper label** of the child's name.
- The parents must provide a **copy of the pediatrician's prescription** for the same medicine clearly stating the dosage and time of administration.
- Parents must inform the Nurse of details of medicine last administered including time and dosage.
- Unessential medication such as vitamins should not be brought into the school and should be given to the child at home.
- Medical section of the registration form must be completed at the time of enrollment, and any allergies should be mentioned clearly.
- Chronic conditions such as Asthma, diabetes, hypertension etc should be listed in the Medical Section of the Registration form and medicine administration form to be filled and signed before handing over any clearly labeled inhalers or medications to the Nurse.
- Long term care plans for chronic diseases must be devised by the parents and the treating physician and shared with the School Nurse to deal appropriately with children with long term medical conditions in the school premises.

Medication to be administered on parent's request (Responsibilities Of School Nurse):

- Any medication which is required throughout the day will be administered by the Nurse.
- It is the Nurse's responsibility to ensure correct dosages are administered at correct times.
- Medicines are to be kept in the Medicine Fridge in the Medical Clinic.
- The Nurse must maintain a written record of the medication administered detailing: Name of Child, Date, Name of Medication, Dosage, Time medication administered, Medical condition, Signature of Nurse, Signature of Parent
- Teachers, Teaching Assistants and Administration Staff must NOT accept responsibility for medication.
- Medical Log containing all medical authorization forms must be maintained by the nurse.

Medication Administration From School Clinic Inventory

- School Clinic maintains an inventory as per Dubai Health Authority guidelines to provide necessary first aid in the school premises.
- School nurses must contact parents before administering pain/fever/allergy relieving medications.
- Medication to be administered by the nurse only in the School Clinic and not in any other area.
- School Nurses must adhere to recommended dosage of medicines.
- Allergy and chronic medical condition list should be updated regularly and displayed in the school clinic and respective classrooms

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