

## POLICY ON MEDICATION

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| Introduced:   | December 2015 |
| Review 1:     | December 2021 |
| Review 2:     | December 2023 |
| Next Review : | December 2025 |

### PURPOSE:

Many children who take medications require them during the school day. This policy statement is designed to guide prescribing health care professionals on the administration of medications to children at school.

The policy provides specifications for administration of medication in schools and for record keeping in order to ensure that treatment is administered in accordance with the laws and regulations of the **Emirate of Abu Dhabi and consistent with HAAD policies and standards.**

### POLICY:

#### Objectives

The dispensing of medication during school hours is discouraged & it is recommended that medication be given either before OR after school hours.

Under exceptional circumstances, if it is necessary for medication to be administered during school hours the medication should be kept in the school clinic.

Medication should be limited to those required during school hours, which are necessary to maintain the student in school and those needed in the event of an emergency.

As per the HAAD policy, it is mandatory for the parent to send a note from the Licensed Physician with the following details:

- Students Name, Date of Birth, Class & Section
- Name, Dosage, Route, frequency and time of Medication
- Diagnosis Requiring Medication
- Intended effect of medication / possible side effects

- e. Other medications student is receiving
- f. Approval for self-Administration (Parental Consent)
- g. Approval for students to carry emergency medication

h. Expiry Date of medicine

- i. Name, prescription date and stamp of student's Licensed Physician

The medication including the refills, submitted to the school clinic must be in the original, labeled appropriately by the pharmacist or licensed Physician. The container should be with your child's name, Class and section, dosage of medication and special note if any.

In Addition to the licensed prescriber's order, a written authorization must be provided by the Parent to administer the medication during school hours. This request must include the name of the student, the name of the parents and contact number in case of emergency.

Students are not allowed to keep any medication with him/her except with approval from License physician to carry emergency medication like Inhaler. A written statement signed by the child's physician and parents verifying the necessity and the student's ability to self-administer the medication appropriately should be on student's school health record.

### **Procedure for managing medications on trips and outings:**

Students needing medication during field trip activities must have the medication in its original container, stating the required dosage along with a parent's note indicating the time and amount of medication to be administered. Parents are requested to fill in the medical form, when they are signing consent form for accepting any field trip.

All medication should be sent to the school clinic. The school nurse will manage the medicines during the fieldtrips or school outings.

Only emergency medication like inhalers can be carried by the student.

### **Procedure for managing medications on the school bus.**

If the student is using the school transportation, the parent should hand over the medication to the school clinic who in consultation with the Principal and the OSH officer will hand over the medication to the bus monitor.

The medication should remain with the bus monitor during the bus journey. Only emergency medication like inhalers can be carried by the child.

# Dunes International School

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School code: 90201 | Affiliation number: 6630051



## مدرسة ديونز الدولية

رقم قطعة: ١٩, شعيبة ٩, مصفح, أبوظبي, ص ب : ٥١٢١  
هاتف: ٠٠٩٧١٢٥٥٢٧٥٢٧  
كود المدرسة: ٩٠٢٠١ | رقم الانتساب: ٦٦٣٠٠٥١

Any medication left over at the end of school year must be picked up by the parents, a week in advance, from the final day of school from the clinic.

If you wish to clarify anything further please contact the school clinic or email us on [clinic@dunesinternationalschool.com](mailto:clinic@dunesinternationalschool.com)

Amendments:

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| Review 1 | No Changes |
| Review 2 | No Changes |

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| Principal<br>Mr. Paramjit Ahluwalia |  |
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