



Policy: MEDICATION MANAGEMENT

Effective Date:	15 August 2023
Review Date:	10 August 2024
Relevant External Requirements:	DHA
Policy Reviewed By:	Dr. Jamila Hammad (School Doctor)
Policy Approved By:	Dileep Yadav (Director of Finance and Administration)

Applies To: KCH School Clinic

1. Purpose/Scope:

- 1.1 To ensure that all medications are stored safely and administration of all medicines whether Over the counter or Prescriptive are given in a safe and appropriate way.
- 1.2 To maintain the health and safety of students/staff by correct administration of medicines that may be needed to promote health, prevent disease and to aid the body to overcome an illness.
- 1.3 To ensure administered medication is documented appropriately.
- 1.4 To ensure appropriate forms are completed prior to giving a medication to include authorization and parental consent.
- 1.5 To ensure medication is properly labelled and stored properly in a secure, safe place.

2. POLICY STATEMENT

- 2.1 Any medication that the student requires during school hours as a part of an acute/chronic illness should be accompanied by prescription note and parental authorization to administer.
 - 2.1.1 The medicines must be in the original container within the expiry date.
 - 2.1.2 Over the Counter medication must be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container
 - 2.1.3 Medication will be stored for the period specified in the instructions received. The quantity of medication stored should not exceed a week's supply except in long term cases.
 - 2.1.4 The school nurse administers medication following the rights of medication
 - 2.1.5 The first dose of any new medication should be taken at home to avoid any allergic reactions
- 2.2 Each time a medication is administered a record should be kept of who administered it (initials may be used as long as a complete signature that corresponds with the person's initials is noted on the record), to whom it was given, the name of the medication, the time it was given, the dose given, the manner in which it was delivered (e.g., by mouth, in ear)
- 2.3 Any changes in the type or dosage of the medication or the time it is to be given, should be accompanied by a new medication authorization/parent consent form, and a newly labelled medication container from the pharmacy.
- 2.4 The school nurse should establish the date when written medication renewals will be required.
- 2.5 Medications will be stored under lock and key in the clinic.
- 2.6 All medications will be stored under temperature 24 degrees ad below 60% humidity.



- 2.7 In the unfavourable event of lack of power supply, the medications will be transferred to fridge until the power supply is back
- 2.8 All the medication near expiry will be removed before the end of the previous month.
- 2.9 School Nurse to do daily inventory of medicines and document accordingly.

3. ROLES AND RESPONSIBILITIES:

Parents/ Guardian. Prior to administering a medication at school, the parent should:

- 3.1 Provide the school with a written authorization 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 authorization signed by the licensed prescriber.
- 3.2 Provide the medication in a container labelled as required.
- 3.3 Provide a completed parental consent form
- 3.4 Administer the first dose of any new medication unless the medication is an "in school" medication only.
- 3.5 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.

4. ADMINISTRATION:

- THE 5 R's of drug administration will be used at all times when administering medications i.e. Right person, right medication, right time, right route and right dose.
- Medications prescribed or otherwise should be given at home wherever possible; parents are encouraged to set medication times outside of school hours.
- Where home administration is not possible, the school nurse may administer in accordance with the school guidelines.
- The first aid trained staff member designated , may administer an EpiPen or Asthma inhaler if necessary, on a school trip.



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