

MEDICINE POLICY

1. Purpose

To ensure the **safe storage, administration, and management of medicines** for students while at school, protecting their health and complying with SPEA regulations.

2. Scope

Applies to:

- All **students** enrolled in the school.
- **Teachers, school nurses, and administrative staff** responsible for student care.
- **Parents/guardians** who provide consent and medical information.

3. Key Principles

- **Safety First:** Medicines must be **stored securely** and administered properly.
- **Parental Consent & Prescription:** No medicine can be administered **without a written prescription** from a licensed medical practitioner and **written parental consent**.
- **Qualified Administration:** Only **trained personnel** (school nurse or trained staff) can administer medicines.
- **Documentation:** All medicine administration must be **recorded and monitored**.
- **Confidentiality:** Student medical information must be **kept private**.
- **No Student-Carried Medicines:** **Students are not allowed to carry medicines** themselves (except in exceptional cases like asthma inhalers or emergency EpiPens, with proper arrangements).

4. Receiving Medicines

- All medicines must be **handed over directly** to school staff:
 - **Bus nanny** (for students traveling by bus)
 - **School reception** (for students arriving by other means)
- Medicines must be **in the original pharmacy-labeled container** with the **doctor's prescription**.

5. Storage of Medicines

- Stored in a **locked cabinet** or **refrigerator** (if required) in the **nurse's office**.
- **Emergency medicines** must be **readily accessible** in classrooms if required.
- Expiry dates checked regularly; expired medicines **disposed safely**.

6. Administration of Medicines

- Administered only by **trained personnel** following:
 - Prescribed dosage and schedule exactly
 - Record of **date, time, and administrator**
 - Reporting any adverse reactions to parents immediately
- **Self-medication** by students is allowed **only under strict arrangements** and with parental consent.

7. Emergency Procedures

- Emergency medications (e.g., EpiPen, insulin) must be:
 - Clearly labeled with student's **name and instructions**
 - Staff trained in emergency use
- First-aid response plan for allergic reactions, asthma attacks, or other emergencies
- Updated **emergency contacts** from parents

8. Roles and Responsibilities

- **Parents/Guardians:** Provide accurate information, prescription, and consent; hand over medicine properly.
- **School Nurse:** Store, administer, and document medicines; monitor student health.
- **Teachers:** Be aware of students with medical conditions, know emergency medicine location, assist if trained.
- **School Management:** Ensure policy implementation, staff training, and SPEA compliance.

9. Documentation

Maintain **Medication Administration Record (MAR)** including:

- Student name and class
- Medicine name, dosage, and schedule
- Date, time, and administrator signature
- Notes on adverse reactions or missed doses
- Handover acknowledgment by staff receiving medicine

10. Review and Monitoring

- Policy reviewed **annually** or after medical incidents.

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