

Medication Management Policy

Vision: Grow - Flourish - Succeed

Mission: Together we inspire creative, mindful learners who value diversity, support one another and strive for success.

1. Introduction

Administering both prescription and over-the-counter medication during school hours is a sensitive and complex matter. For many students with chronic conditions or disabilities, continued participation in school requires timely access to necessary medication. However, this process carries several challenges, including appropriate storage, determining responsible personnel, potential side effects, and managing possible emergencies related to the medication.

In some cases, students may appear well but still need to take medication during school hours to complete a prescribed course of treatment.

To ensure the safety and well-being of all students, the following guidelines have been developed for parents. These serve to support the safe administration of medication at school, particularly for students with specialised healthcare needs.

2. Purpose of policy

- To establish clear requirements for the safe administration of medications to students during school hours or school-related activities, in accordance with the guidance of a licensed health practitioner or in response to emergency situations.
- To ensure that all prescribed medications are stored and administered safely and appropriately within the school environment.

3. Aims and Objectives

- To promote and safeguard student health and safety through consistent and proper medication administration practices in school.

4. Assessment and recording

Medication Authorisation

All prescription medications administered at school must be authorised in the form of written prescription by a licensed healthcare provider, such as a physician, dentist or physician assistant. The valid prescription should include:

- Student's full name
- Prescriber's name, contact number, and signature
- Date the prescription was issued
- Name of the medication
- Prescribed dosage
- Specific time(s) for administration
- Expected duration of treatment
- Diagnosis or reason for the medication
- Possible serious side effects or reactions
- Any special storage or handling instructions



Parental Consent

In addition to medical authorisation, written parental consent is required before any medication can be administered to a student during school hours. For each medication, consent must be provided using the DHA-standardised school medication form.



- Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder.
- It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
- Information Security Classification: Open Shared -Confidential Shared-Sensitive Shared-Secret

Public Health Protection Department- School Health Section

Parental/Guardian Consent & Medication Record to Administer Prescribed Medication

Student Full Name: _____		D.O.B: _____	Age: _____	
EMIRATE ID: _____		Student ID: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
School Name: _____		Grade: _____	Nationality: _____	
Treating physician details: Name: _____ Workplace: _____ Contact No: _____		Allergy Status: _____ Medical Diagnosis/ condition: _____		
Medication Name : _____		Medication Strength: _____	Expiry Date: _____	
Dose: _____	Frequency: _____	Start Date _____	End Date: _____	
Route for administering the medication: <input type="checkbox"/> By mouth <input type="checkbox"/> Injection <input type="checkbox"/> Inhalation <input type="checkbox"/> Topical <input type="checkbox"/> Other: (specify) _____		What time does medication need to be given at school? _____AM _____PM		
Any precautions/ contraindications that school personnel need to know? _____ _____				
To ensure student safety, School Medical staff is responsible to read the instructions in original prescription prior to completing the record & adhere to the principles of drug administration. Please attach the copy of original prescription. school medical Team (name & license ID): _____ Signature: _____ Date: _____				
I understand it is my responsibility to send the medication to school in the original pharmacy container labeled with my child's name, treating physician's instructions/care plan and provide the original prescription and any other documentation to assist in the safe administration of the specified medications. Parent/Guardian-Full name: _____				

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The details below will be filled by the clinic staff from the provided prescription.

- Student's full name
- Parent/guardian's full name
- Parent/guardian's emergency contact number
- Date of consent
- Any known allergies
- Name of the medication
- Reason for the medication
- Route
- Time
- Duration of treatment

Important Note:

- For long-term medication administration, a **new parental consent form must be submitted every six months.**
- For medications prescribed under a standing order, **parental consent must be renewed annually.**
- Medications prescribed for twice-daily dosing should be administered **at home by parents**, once in the morning and once after school hours.

Medication Labeling and Handling Procedures

Before any medication can be administered at school, proper labeling and packaging are essential to ensure safety and accuracy. This also applies to the emergency medicines for students with chronic or potentially life-threatening conditions such as **asthma, allergies, epilepsy, or Type 1 diabetes.**

- All medications must be provided in their **original pharmacy-labeled container.**
- The original label must include:
 - Student's full name
 - Name of the medication
 - Dosage instructions
 - Frequency and timing of administration
 - Name of the licensed prescriber
 - Date the prescription was filled

Guidelines for Medication Delivery and Storage:

- Medications must be **delivered directly to the school clinic** by a parent or legal guardian and can be collected at the end of the school day or once the prescribed course is completed.
Students should never carry medication in their bags.
- For students using **school transport**, medications not to be handed over to bus nanny/ school staff. Parent to arrange for the medicine delivery, the signed **Consent Form** and copy of original prescription directly to clinic staff.
- To start a new medicine, first dose must be administered at home by a parent/ guardian.
- If a medication has already been administered at home in the morning, **a note must be sent to the school clinic** to avoid duplication.
- Medications that require refrigeration must be transported with an **ice pack** (not loose ice cubes) to maintain proper temperature.

Note: Medications in plastic bags or other non-original containers are not acceptable.

Responsibility for Administering Medication

School clinic staff, particularly the school nurse, takes primary responsibility for organising and supervising the administration of medication to students. The school nurse first reviews the following before the initial dose is given:



- Valid prescription
- Parental consent form
- Prescription label and instructions

Important: *The first dose of any new medication must be administered at home, not at school, to monitor for any immediate adverse reactions.*

School Nurse Responsibilities

The school nurse is responsible for ensuring that:

- Medication is administered accurately and in accordance with prescribed instructions.
- All required documentation is completed prior to administration, including prescription and parental consent.

Documentation of Medication Administration

Proper documentation is essential to ensure accountability and student safety. When medication is delivered to the school:

- The quantity of medication (e.g., number of pills, volume of liquid) must be recorded upon receipt.

Each time medication is administered, the following information must be recorded:

- Name of the student
- Name of the medication
- Dosage given
- Time and date of administration
- Method/route of administration (e.g., oral, topical, inhaled)
- Name and signatures of the staff member who administered the medication
- Any noted side effects or adverse reactions



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Public Health Protection Department- School Health Section
Parental/Guardian Consent & Medication Record to Administer Prescribed Medication

Parent/Guardian signature: _____ Mobile No: _____ Date: _____

Student Full Name: _____				Student ID: _____	Hasana ID: _____
Medication Name: _____				Emirates ID: _____	
DATE	TIME	DOSE	ROUTE	NAME OF STAFF & SIGNATURE	NOTE

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Medication Changes and Renewals

- Any changes in the type, dosage, or timing of medication must be accompanied by:
 - A new prescription
 - An updated parental consent form
 - A newly labeled prescription container from the pharmacy
- The school clinic will ensure timely renewal of medication forms, particularly for long-term treatments.

Storage of Medications

To ensure the safety and security of all medications administered at school, the following storage guidelines must be strictly followed:

- Medications must be kept in a **locked container** stored within a **locked cabinet or designated secure space** within the school clinic.
- Access to the medication storage area is restricted to the school clinic staff only
- Medications requiring refrigeration must be stored in a designated refrigerator within the clinic, separate from food or other non-medical items.
- Proper temperature monitoring procedures should be in place.
- The school clinic staff will set a specific date for parents to collect any unused or expired medications.
- Unclaimed medications will be disposed of in accordance with DHA guidelines or local health regulations.



5. Roles and responsibilities

Responsibility of Parents/Guardians

Before any medication can be administered at school, parents or guardians are responsible for the following:

- Provide written valid prescription from a licensed prescriber, including:
 - Student's full name
 - Name of the medication
 - Prescribed dosage
 - Time(s) and method of administration
 - Name and signature of the licensed prescriber
 - Date of the prescription
 - Expected duration of treatment
 - Possible toxic effects and known side effects
- Submit a new prescription for any changes in medication, signed by the licensed prescriber.
- Provide medication in a clearly labeled container, as per pharmacy guidelines.
- Submit a completed parental consent form, using the DHA-standardised format.
- Administer the first dose of any new medication at home, unless the medication is exclusively for in-school use.
- Transport the medication to the school clinic by themselves. Students should not carry any medications to school.
- Collect unused or expired medications within one week of expiration.
 - Unclaimed medications will be **safely destroyed** by the school nurse, witnessed by another staff member.
 - For medications taken throughout the school year, any remaining doses will be destroyed in **a week after the last day of school if not picked up.**

Responsibilities of School Medical Team

The medical team is responsible for the following:

- Protect student privacy and confidentiality, to prevent any form of stigmatisation.
- Support teaching staff in fulfilling their duty of care by assisting students in taking medication when appropriate.
- Verify that all medications are:
 - Accompanied by proper written medical and parental authorisation
 - Stored and administered according to labeled instructions
 - Clearly marked with the student's name, dosage, administration time, and within expiry date
 - Stored in accordance with product-specific guidelines (e.g., refrigeration, light protection)
- Encourage parents to administer medication outside of school hours when possible (e.g., before/after school or bedtime) to reduce medication handling at school.

6. General Strategy

In general, school staff are not authorised to administer medication via injection, except first aid trained staff in emergency, life-threatening situations such as the use of an **EpiPen** for a student with severe allergies.

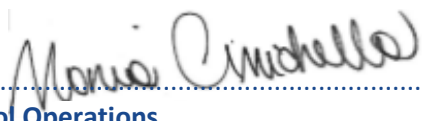
7. Monitoring and review

This policy has been reviewed, discussed, and approved by the teaching staff and leadership teams at GEMS Founders School, Dubai and is now in effect for implementation.



Signed 
School Doctor

Date 22 August 2025.....

Signed 
Manager School Operations

Date 22 August 2025.....

Signed 
Executive Principal/CEO/GEMS Executive Vice President- Education

Date 22 August 2025

Next policy review date:
February 2026