

**Policy and Procedures Title:** Medication in Private Schools in Dubai

<b>Ownership:</b> Schools and Educational Institutions Health Unit, Health Affairs Department (HAD), Primary Health Care Services Sector (PHCSS)	<b>Effective Date:</b> : 13.10.2015 <b>Revision Due Date:</b> 12.10.2018 <b>Revision No:</b> 0 <b>First Edition Date:</b> 13.10.2015	<b>Code:</b> DHA/PHCSS/PCS/004 <b>Type:</b> <input type="checkbox"/> Administrative <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Clinical
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**Applies to:**  PHCSS

**1. Purpose:**

- 1.1. To regulate all medications including prescription and non-prescription medication at private schools of Dubai.
- 1.2. To standardize the school medication policy.
- 1.3. To assure proper dispensing of medications at private schools of Dubai.

**2. Policy Statement:**

- 2.1. Medications 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.
- 2.2. The schools must:
  - 2.2.1. Follow the DHA standard school medication policy.
  - 2.2.2. Protect student privacy and confidentiality to avoid any stigmatization
  - 2.2.3. Ensure all medication to be administered is:
    - Accompanied by written advice providing directions for appropriate storage and administration
    - In the original bottle or container clearly labelled with the name of the student, dosage and time to be administered
    - Within its expiry date
    - Stored according to the product instructions, particularly in relation to temperature

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- 2.3. A program for administration of medications to students in schools must be developed and managed by a registered nurse in accordance with the recommended Guidelines for Medication Administration in Schools.
- 2.4. All medications given in school, including, shall be prescribed by a licensed physician on an individual basis as determined by the student's health status. Such written documentation shall be maintained in the student's individual medication record.
- 2.5. A written order for prescription medications shall be obtained from the student's physician. The order includes:
- 2.5.1. Student's Name
  - 2.5.2. Date of Birth
  - 2.5.3. Licensed Prescriber, Signature and Date
  - 2.5.4. Licensed Prescriber Phone and Emergency Number(s)
  - 2.5.5. Name of Medication
    - Dosage
    - Route of administration
    - Frequency and time of administration
  - 2.5.6. Diagnosis Requiring Medication
  - 2.5.7. Intended Effect of the Medication /Possible Side Effects
  - 2.5.8. Other Medications Student is Receiving
  - 2.5.9. Time Interval for Re-Evaluation
  - 2.5.10. Approval for Self-Administration
  - 2.5.11. Approval for students to carry emergency medication on their person
- 2.6. Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed physician.
- 2.7. Over - The - Counter (OTC) Medication shall be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container.

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- 2.8. In addition to the licensed prescriber's order, a written request shall be obtained from the parent(s) or guardian requesting that medication be given during school hours. The request must include the name of the student, the parent(s) or guardian's name and phone number in case of emergency. It is the parent(s) or guardian's responsibility to ensure that the licensed prescriber's order, written request and medication are brought to the school.
- 2.9. Students should be evaluated on an individual basis regarding the need to carry emergency medication. A written statement signed by the student's physician and parent or guardian verifying the necessity and student's ability to self-administer the medication appropriately should be on file in the health office.
- 2.10. The school nurse must ensure:
- 2.10.1. That the correct student receives:
- their correct medication
  - in the proper dose
  - via the correct method, such as inhaled or orally
  - at the correct time of day
- 2.10.2. a student medical file should be updated for medicine administered
- 2.10.3. teachers in charge of students at the time their medication is required:
- Are informed that the student needs to be medicated
  - Release the student from class to obtain their medication.
- 2.11. Schools should not:
- 2.11.1. Dispense any medication unless otherwise previous or current parent's approval letter is taken.
- 2.11.2. Allow a student to take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of the family or health practitioner.
- 2.12. Schools should ensure:
- 2.12.1. medication is stored for the period of time specified in the written instructions received
- 2.12.2. the quantity of medication provided does not exceed a week's supply, except in long-term continuous care arrangements
- 2.12.3. medication is stored:

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- securely to minimize risk to others
- in a place only accessible by staff who are responsible for administering the medication
- away from the classroom
- away from the first aid kit.

### 3. Definitions:

- 3.1. **Administration** - accepted nursing practice holds that “to administer” means to select the correct medication, deliver it by the correct route, and give it to the student at the time prescribed.
- 3.2. **Certificated School Nurse** -as referred to in this document is a registered professional nurse who holds a DHA Certificate with an endorsement in school nursing.
- 3.3. **Controlled Substance** – a drug, substance or immediate precursor as listed in the UAE Act.
- 3.4. **Health Care Plan** – A health care plan is required for all students who require medication and/or treatment while in school attendance. The student health care plan is a tool for responding to the temporary and/or long-term medical needs of a student. The plan provides a format for summarizing health information; it may include a problem/need statement, goals, plan of action and outcome expected.
- 3.5. **Long-term medication** - medication used to treat chronic illnesses including both daily and as needed medication.
- 3.6. **Medication** -as used in this document will refer to both prescription and non-prescription drugs.
- 3.7. **Medication Error**
- 3.7.1. Giving the wrong medication dosage
  - 3.7.2. Giving medication to the wrong child
  - 3.7.3. Failing to give a dose of medication
  - 3.7.4. Giving medication at the wrong time
- 3.8. **Medication Record** – the individual medication record or medicine log used to record the medication given to a student. The individual medication record is a part of the temporary health record and should be maintained in accordance with DHA Records regulations.
- 3.9. **Non-prescription drugs:** Medication that may be obtained Over-The-Counter (OTC) without a prescription from a licensed prescriber.

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- 3.10. **Prescription drugs** -Medication requiring a written order for dispensing, signed by a licensed prescriber.
- 3.11. **PRN (As Needed) Orders** - is a Latin term that stands for “pro re nata,” which means “as the thing is needed”. Orders by a licensed prescriber to administer a specific medication for a specific student under certain circumstances, e.g. inhaler for acute asthma attack.
- 3.12. **Self-administration:** Medication administered by the student under the direct supervision of the school nurse, principal or principal is designee. The self-administration of medication may also include medication taken by a student in an emergency not under the supervision of a school nurse, principal or principal’s designee and/or emergency medication carried on their person, (e.g. asthma inhaler).
- 3.13. **Short-term medication:-** Medication administered over a short period of time to treat short-term illnesses, e.g. an antibiotic.
- 3.14. **Standing orders** - written protocol for administering a medication for all students as opposed to a PRN order for a medication written for a specific student, e.g. acetaminophen to be given to any student who has a headache. **STANDING ORDERS ARE NOT RECOMMENDED FOR SCHOOLS.**
- 3.15. **Supervision** -monitor the administration of medication by legally qualified persons.

#### 4. Procedure and Responsibility

No.	Procedure	Responsibility
4.1	Provide prescription that medicines need to be administered	Parents
4.2	Receive orders and drugs in containers	School Nurse
4.3	Prepare individual plan	
4.4	Administer the medicine in line with the consent given and in accordance with the prescriber’s instructions	
4.5	Ensure following all the directions listed in this policy	

#### 5. Tools/ Attachments Forms

5.1. None

#### 6. References

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DHA/PHCSS/PCS/004	13.10.2015	12.10.2018	0	13.10.2015

- 6.1. State Government, Victoria, Department of Education and Training, Schools Policy and Advisory Guide. <http://www.education.vic.gov.au/school/principals/spag/health/pages/medication.aspx>
- 6.2. Llinos Department of Human Services and the Illinos State board of Education. [http://www.isbe.net/spec-ed/pdfs/medication\\_administration.pdf](http://www.isbe.net/spec-ed/pdfs/medication_administration.pdf)
- 6.3. <http://webarchive.nationalarchives.gov.uk/20130401151715/http://www.education.gov.uk/publications/eOrderingDownload/Managing%20Medicines%20Nov%2007%20version.pdf>

**7. Revision History:**

<input checked="" type="checkbox"/> New issue		<input type="checkbox"/> Part revision	<input type="checkbox"/> Complete revision
Date	Status	Change	Reference Section
13.10.2015	<input type="checkbox"/> Deleted <input type="checkbox"/> Modified <input type="checkbox"/> Added		


**8. Performance Indicator(s):**

8.1. NA

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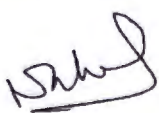
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