



Medication Management Policy

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Section 2- EISM Medication Management Policy:

- Only those medications will be kept in the school clinic which are allowed by the School Health Services DHA, apart from students' personal medications that are to be consumed during school hours or may be needed for emergency, prescribed by their private doctor.
- List of Expiry dates should be maintained and checked each month. Expired medicines must be removed prior to the actual expiry date (4-5 days). Medicines in first aid boxes should also be checked regularly and replaced when required.
- All bottles/ syrups and vials should have the date of opening written on it.
- Co-ordinate with the school purchase department to ensure that all medication is readily available.
- The 'Emergency Tray' should be always ready.
- Medications is only to be given when consent from the parents is received. This consent should be in the individual medical files of students. In case of emergencies, the consequences of medicine refusal must be explained to the parents.
- All medications should be stored at correct temperatures as explained for each medication.
- Medicine once dispensed must not be returned to the container.
- It is the responsibility of the medical team to administer the right medication to the right patient in the right dose at the right time by the correct route of administration.
- Follow the 'standing order' given by the doctor for the medications to be administered, for who and when to be given with the correct doses and routes of administration. Parents should be informed whenever a medicine is administered.
- Avoid use of medication if the patient is known to be allergic.
- Inform the patient or the parents (especially in case of younger students) about the possible side effects of the medication and observe for any allergic reactions.
- All medicines must be locked in appropriate medicine cupboards, this must be away from the reach of students, parents and staff.
- The personal medication(s) of students must be labelled with the student's name, grade, section, the correct dosage and time of administration.
- Expired medicine(s) should be collected in a separate container and disposed of with the help of the municipality after contacting the maintenance officer. These should also be stored in a locked cupboard until time of disposal.
- The student is required to visit the clinic for a checkup by the school nurse or doctor before any medications can be prescribed.