



Medication Management Policy

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Section 2 - EISM Medication Management Policy

- Only medications permitted by DHA School Health Services will be kept in the school clinic, except students' personal medication prescribed by their private doctor for use during school hours or in an emergency.
- A list of expiry dates must be maintained and checked monthly. Medicines should be removed 4-5 days before expiry. Medicines in first-aid boxes must also be checked regularly and replaced as required.
- All bottles, syrups and vials must be labelled with the date opened.
- The medical team will coordinate with the school purchasing department to ensure required medication is readily available.
- The Emergency Tray must be kept ready for use at all times.
- Medication may only be administered when parental consent has been received and recorded in the student's medical file. In an emergency, the consequences of refusing medication must be explained to the parent/guardian.
- All medication must be stored at the temperature specified for that medication.
- Once dispensed, medication must not be returned to its original container.
- The medical team is responsible for administering the correct medication to the correct patient, at the correct dose and time, using the correct route of administration.
- Medication must be administered in accordance with the doctor's standing order, including the patient, timing, dose and route of administration. Parents/guardians must be informed whenever medication is administered.
- Medication must not be administered where the patient has a known allergy to it.
- The patient and, where appropriate, their parent/guardian must be informed of possible side effects and monitored for allergic reactions.
- All medicines must be stored securely in appropriate locked medicine cupboards, out of reach of students, parents and unauthorised staff.
- Students' personal medication must be labelled with the student's name, year group, class/section, dosage and administration time.
- Expired medicines must be placed in a separate container, stored securely in a locked cupboard and disposed of through the municipality in coordination with the Maintenance Officer.
- Students must be assessed in the clinic by the school nurse or doctor before any medication can be prescribed by the school doctor.

Links to Other Policies

Health & Safety

DHA Policies