



The Apple International School

Managed By **LEAMS**
EDUCATION

Division/Department/Section: School
Clinic

Subject: Medication management

Reference: SHR nursing practice
committee

Issue Date: 24 August, 2026

Revision Date: 25 August, 2028

SCHOOL POLICY ON MANAGING MEDICATION AND FIRST AID

Purpose

To ensure client safety when preparing and administering all medications. To comply with nursing, medical, legal and DHA standards.

Policy

School Policy on administering medications to a child in the school: Clinic has its own supply of medications. Prior to administering any medication to a primary school child, parents will be notified, and verbal consent will be obtained. However, in case of emergency, and if parents are not contactable, it will be at the discretion of the school doctor to medicate the child (in such cases as high fever, allergic reactions, injuries, etc.)

Parents of secondary school students will be notified when a student visits the school clinic repeatedly with the same complaint. Analgesia (pain relief medicine) will not be administered to the same student more than two times a term without parental consent. Students may receive such medications as Paracetamol, dompy, scopinal, moxal. Students are not allowed to carry any medications around the school, except inhalers for asthmatic students. If a child needs medication to be administered during school hours, a doctor's prescription needs to be obtained.

Medications should be delivered by the parent/guardian to the clinic and can be collected at the end of the school day or at the end of the prescribed course.

Where a child travels to school by the school by transport, medications can be handed over to the Transport Assistant with a copy of the prescription and a signed note from the parent/guardian. Medication that needs to be refrigerated at all times must be transported with an ice pack rather than ice cubes. Medications must be sent in their original packaging and should be clearly labeled with the student's name, required dose, timing, and route of administration. If medication has been administered in the morning, a note should be sent to the clinic. Medications that are dosed twice daily should be administered by parents at home in the morning and after school hours.

All medications will be returned once the course of the prescribed treatment is completed. For those students who need to receive regular doses of prescribed medication (i.e. Insulin, Asthma inhalers, Nebulizers, Eye drops), a consent form needs to be completed which specifies the name of the prescribed medication, required doses and timings. The consent form must be updated accordingly in case of any changes. For children with illnesses such as anaphylaxis, asthma, epilepsy or Type 1 diabetes, emergency medications (such as Epi-pen, Glucagon, Nebulizer solutions, Asthma Inhalers, Diazepam) must be stored in the school clinic. The medication should be carefully labeled with the student's name, route of administration, and required dose.

The temperature of medicines is maintained between 18C to 24C with a room temperature thermometer.

Every month the expiry date of all the medicines is checked and maintained in the logbook.

First Aid

Apple International School is committed to providing a safe and supportive environment for all students, staff, and visitors. The school will maintain appropriate first-aid facilities and ensure that designated staff members are trained to provide immediate first aid when required. First aid will be administered promptly and appropriately in cases of injury, illness, or medical emergency. All incidents requiring first aid will be

recorded and, where necessary, parents or guardians will be informed. In the event of a serious or life-threatening emergency, the school will contact the appropriate emergency medical services and ensure that the student is supervised and supported until professional medical assistance arrives. First-aid procedures will be reviewed regularly to ensure compliance with applicable UAE regulations and school health and safety requirements.

Related policies:

- Health and safety policy
- DHA guidelines
- Wellbeing policy