



ST. MARY'S *Catholic High School, Dubai*

MEDICATION MANAGEMENT POLICY

2026-2027



POLICY ON MEDICATION

School will follow the DHA's approved school medication policy.

The school clinic will maintain own supply of DHA approved medication that should be limited to those required during the school hours, which are considered necessary to be maintained for the students in the school for the event of emergency.

School clinic team will purchase, store, dispense and discard the clinic kept medication according to DHA (Dubai Health Authority) and DM (Dubai Municipality) guidelines (hazardous waste disposal policy).

The school will always protect student's privacy and confidentiality.



Responsibilities of the School:

- i. The School doctor will manage an Individualized Healthcare Management in School (IHP) for students with chronic illness.
- ii. Prior to administering of any medication to a primary school child, parents will be notified about the students' complaints and condition and medicine will be given following parents informed **verbal consent** or if fail to contact, the protocol will be continued according to the consent form submitted on admission.
- iii. 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.).
- iv. Parents of secondary school students will be notified when a student visits the school clinic repeatedly with the same complaint.
- v. School medical team will record the course of medication along with the date and time each dose was administered to students in their respective health file.
- vi. Any prescription medicine sent to the school clinic will be returned the same route on the same day.
- vii. Medicines kept in the clinic for individual usage purpose, will be kept in the clinic separately as per manufacturer's advice. Parents will be notified for refill once it is used or about to expire. With the arrival of new refill near expiry medicine will be sent back home or discarded according to parent's request.
- viii. School medical team will treat the student according to the given information. Parents bear the responsibility of any unpleasant incident or treatment failure occurred due to incorrect or lack of information.

Parent's Responsibilities:

- i. Parents should inform the school medical team about the **correct and necessary medical details** of the student when submitting the **"student medical form"** at the time of admission to the school and should be updated regularly.
- ii. Students should not carry/keep any form of medicine with them. The school medical team should be notified accordingly if it is necessary to keep any medicine for individual use in an emergencies in school premises.
- iii. In case of any prescribed medicine to be given during the school time, parents must send a prior consent by filling the **"Parent/ guardian consent to administer prescribed medication form with original prescription"** from the treating physician indicating student's name, date and doctor's sign and stamp on the prescription.
- iv. All medication to be administered in the school should be in the original bottle and container, clearly labelled with the name of the student, dosage, time to be administered and expiry date of the medicine should be clear. The medication to be administered should be accompanied by written advice providing direction for appropriate storage and administration. School medical team will not administer any medicine without above specifications. Medications should be delivered by the parent/guardian to the School 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 transport, medications can be handed over to the bus Assistant with a copy of the prescription and assigned note from the parent/ guardian. Parents must mention the time of last medicine dose administered and details of other medicines given to the child, which help to prevent any drug interactions and overdosing.
- v. The school will administer medicine given by alternative medical streams (e.g.: ayurvedic, homeopathy etc.) if they comply with above specifications. However, the school medical team will not take any responsibility for drug interactions and complications occurred due to the medicine.
- vi. Students with chronic diseases and life-threatening allergies, parents have to submit the **"Student medical form"** along with the student's **medical condition diagnosis** and the **individual treatment plan** and **treatment plan for emergency** from the treating physician.
- vii. For children with such illnesses, as anaphylaxis, asthma, epilepsy or Type 1 diabetes, parents must keep emergency medicine(Epi-pen, Insulin and Diazepam etc.) in the school clinic, with the treating doctor's prescription and **disease management plan**. School medical team will not administer any medication with incomplete details (eg. Administer insulin without proper insulin plan).
- viii. According to DHA standards, the school medical team has the right to refuse to administer any medication with inadequate information.
- ix. Each prescription is valid for 1-year period according to DHA guidelines and parents need to resubmit the prescription annually. Parents bear the responsibility to refill any such medication in case of use or expiration.
- x. To discontinue any medical plan or medication, the school requests a letter from the treating physician accordingly. Parents' request alone will not be accepted in this regard. All medications will be returned once the course of the prescribed treatment is completed.



Attachments:

1. Incident form
2. Student medical form
3. Parent/ guardian consent to administer prescribed medication form
4. Individual healthcare management form

Reference:

- School health guidelines - Dubai
- Medication in private schools policy – Dubai



Review Date:	August 2026
Next Review Date:	June 2027