

			
	POLICY MEDICATION MANAGEMENT		
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Introduction: As per Al Noor Health School Policy, section provides guidelines on the medication provided to the students

Purpose/Scope: Parents and school nurse

- The parents to consent for the administration of medication through the consent form in the diary
- School Nurse to file the consent in school health record for future reference

Policy statement:

Steps to administer:

- A. School Nurse to administer medication based on the consent and if the frequency of administration 4 or more times a day or under case by case instructions for exceptional circumstances
- B. The medication to be administered with the DHA/MOH registered doctor's prescriptions
- C. The medication to be provided by the parent and to be in original container with the expiry date.
- D. As per DHA medication administration policy, to administer medicine in school, parent should provide the consent in the specific medication administration format along with the medication in original labelled containers and doctor's prescriptions.
- E. Following the administration, school nurse to document the administration in the school health record of the students with signature.
- F. School Nurse to follow the standing order issued by DHA for drugs that can be administered to the students, which is signed by the school doctor and displayed in notice board.

			
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Appendix – Amendment History & Authorisation

Revision No	Description of Change	Issue Date	Authorised By
00	First Issue	23 Feb 2021	Director
01	Replace the Centre's logo in All QMS documents Except HR, Accounts and SCR Documents.	16 March 2021	Director
02	To administer medication under case-by-case instructions for exceptional circumstances	03 September 2024	Director
03	Replace the Centre's logo in All QMS documents Except HR, Accounts, SCR, FM & IT Documents.	16 September 2024	Director