



روضة القرية الصغيرة ذ.م.م

LITTLE VILLAGE KINDERGARTEN W.L.L

Administration of Medication Policy

Academic Year (2018-2019)

Purpose:

- To ensure that children receive the appropriate medication as required for their health, wellbeing and safety.
- To ensure teachers and school nurse receive legal protection, appropriate education and support when dealing with issues related to the administration of medication
- To ensure that teachers and school nurse administer medication according to health and safety requirements.

“**Medication**” refers to those medications provided for the child by a medical practitioner.

1. Medications shall be administered safely as required for children’s health, wellbeing and safety.
2. Teachers and school nurse shall ensure that any administration of children’s medication is authorised by parents on the medication form prior to administration.
3. Parents/ guardians shall be required to provide written medical information about the child’s condition, the medication and any associated apparatus necessary to ensure teachers can respond appropriately to medical emergencies.
4. It is the responsibility of parents/guardians to ensure instructions are updated on a daily (or as regularly as needed) basis.
5. The school nurse shall record the child’s name, medical information – instructions, dosage, expiry date, time and date of medication given each time medication is administered.
6. A “Medication and Treatment Slip” will be filled by the school nurse, signed and attached to the student’s diary by the Class teacher. A copy of the slip shall be entered in the student file and in the school nurse records.



روضة القرية الصغيرة ذ.م.م

LITTLE VILLAGE KINDERGARTEN W.L.L

7. The school nurse will administer any emergency care and where the wellbeing of a child requires further assistance, the appropriate emergency help will be sought and parents / guardians will be informed via “Medication and Treatment Slip”.
8. When further support and/or advice are given to the school nurse, this shall be documented as part of the medical plan for the child.
9. Teachers and the school nurse shall contact the Principal for further advice when issues of attendance of children with specific medical needs and/or the administration of medication to children are of concern.
10. Upon updating this policy, the School will inform the parents and publish the new policy on the school’s official website.

I , parent of _____ read and will abide by the above detailed Policy.

Parent/Guardian Name: _____

Signature : _____

Date: _____

Contact #: _____