مدرستنا الثانوية الإنجليزية ، الشارقة - بنات
Our Own English High School, Sharjah-Girls

GEMS EDUCATION

SCHOOL MEDICINE MANAGEMENT POLICY

(Aligned with MOHAP School Health Guidelines – Sharjah)

Implemented	: April 2025
Reviewed	: November 2025
Next Review	: May 2027

Compiled by: School Medical Department
Approved by: Ms. Asma Gilani, Principal & CEO

1. Purpose

This policy outlines the safe management, storage, and administration of medications within the school clinic. It is developed **under the direct responsibility of the School Doctors**, as required by **MOHAP School Clinic Regulations (2020)**. The aim is to ensure student and staff safety through regulated medical practices.

2. Scope

This policy applies to:

- School Medical Department [SMD] (doctors & nurses)
- School leadership and administrative staff
- First Aid Responders
- Teachers and supervisors
- Students and parents/guardians

3. Definitions

Medication: Any pharmaceutical substance used for treatment, prevention, or management of health conditions.
OTC medication: Over-the-counter medicines (e.g., paracetamol).
PRN medication: As-needed medication prescribed for a specific student.
Chronic medication: Medicines taken routinely for long-term conditions (e.g., epilepsy, asthma, diabetes).
IM / SC vaccines: Vaccines that require strict cold-chain maintenance.

4. Responsibilities

4.1 School Doctor

- Approves, reviews, updates and supervises the clinic medication list as needed.
- Ensures full compliance with MOHAP regulations.
- Issues standing orders for regular and emergency medication use.
- Ensure all medications are always available and unexpired.

4.2 School Nurses

- Administer medications as per doctor's standing orders.
- Maintain medication inventory and documentation.
- Monitor expiry dates and storage conditions.
- Record administered medicines in the medical records for the students and clinic log using the school EMR system- Phoenix
- Inform parents and obtain consent when medications need to be administered to students.

4.3 Parents

- Provide the School Medical department [SMD] with required up to date medical documents pertaining to their ward- [including but not limited to Medical accommodation plan from the treating physician, up to date vaccination records, medical consent forms, medical test reports, etc.]
- Inform the SMD of any medical conditions that their ward may develop at any point during their ward's enrollment in Our Own English High School Sharjah- Girls and

provide the relevant medical records to be kept in the student file. All reports must be dated within 12 months of submission

- Adhere to the "Stay at home if unwell" policy and refrain from sending medication along with their children to school. If any medication needs to be administered during school hours, the medication (in the original pharmacy labelled packaging) needs to be handed over to the SMD directly by the parent (OT student) or to the bus support staff by the parent of guardian at the point of pick up if the ward is a bus user along with the prescription for the medication by a licensed medical practitioner.

5. General Guidelines for Medication Administration

- Medications may only be administered with a licensed doctor's order and prescription or parent consent- except in emergencies.
- All medicines must be stored in a **secure, temperature-controlled, locked cabinet** as per MOHAP requirements.
- Refrigerator medications must be kept in a dedicated medical refrigerator.
- Emergency medications must remain easily accessible.

Expired, damaged, or unused medications must be disposed of safely.

6. Medication List in Our Own English High School Sharjah- Girls
(SCHOOL CLINICS IN BLOCK A,B & C)
6.1 Approved Medication List (MOHAP Compliant)
All medications listed below are approved by the School Doctors and follow MOHAP guidelines.
A. SYRUPS

SL	Name of Medicine
1	SY Aerius
2	SY Brufen
3	SY Dompy
4	SYP Gaviscon
5	SYP Ventolin
6	SYP Maalox Plus
7	SYP Adol
8	SYP Prospan
9	SY Spasmolife/Hyopan
10	SYP Zyrtec

B. TABLETS

SL	Name of Medicine
1	Tab Brufen 400mg & 600mg
2	Tab Buscopan
3	Tab Dompy/Motilium

4 Tab Imodium
5 Tab Claritine 5mg & 10mg
6 Tab Gaviscon
7 Tab Panadol
8 Tab Panadol Migraine
9 Tab Panadol Cold & Flu
10 Tab Ponstan Forte
11 Tab Strepsils
12 Tab Voltaren
13 Voltfast sachet 50mg
14 Tab Zyrtec
15 Tab Dizinil (Motion Sickness)

C. DROPS & OINTMENTS

SL	Name of Medicine	MOH Requirement
1	Apisal Drops/Spray	
2	Deep Freeze Spray	
3	Systane eye drops	
4	Burn Dressing	Mandatory
5	Dermacyn Solution	Mandatory
7	Deep Heat Spray	
8	Fenestil Gel	
9	Fusicort Ointment	
10	Fucidine Ointment	
11	Mebo Ointment	Mandatory
12	Glucose Powder	
13	Medigel	
14	Optiflox	
15	Optifresh	
16	ORS	
17	Reparil	
18	Savoy Antiseptic Spray	
19	Savoy Burns / Coolex	
20	Silvadiazin Ointment	Mandatory in Lab First Aid Box Mandatory
21	Tytocin Drops	
22	Vaseline	

23	Vicks Balm	
24	Voltaren Gel	
25	Combivent	
26	Lancet	
27	One Touch Strips (Vario)	
28	Physiol or Normal Saline	
29	Ventolin Evohaler	
30	Inj EpiPen (Paediatric)	Emergency
31	Inj EpiPen (Adult)	Emergency
36	Inj Adrenaline	Emergency

D. FRIDGE MEDICINES

SL	Name of Medicine	Remark
1	Supp Voltaren 12.5mg + 25mg	When required
3	Glucagen 1 mg	Mandatory

No medication outside the approved list may be stocked or administered.

7. Storage & Security of Medications

7.1 Medication Storage Requirements

- All medications must be stored in a **locked cabinet** accessible only to licensed medical staff.
- Temperature-sensitive medications and vaccines must be stored in a **medical refrigerator 2°C–8°C** with continuous temperature monitoring.
- Emergency medications (EpiPens, Salbutamol) must be readily accessible.
- All medications required for FIRST AID kits are to be kept in the school clinics under the supervision of the SMD.

7.2 Cold Chain Protocol

- Daily temperature logs must be maintained and signed.
- Refrigerator must have a temperature-tracking data logger.
- Lockable medication cabinet. (Stainless steel or aluminum) (Maintaining Temperature 15-25 C / Humidity 30%-60%)
- Lockable Refrigerator to keep drugs with digital thermometer (2-8 C)
- Power failure protocol:
    - Notify MSO immediately
    - Do not open the refrigerator unnecessarily
    - Move vaccines/medications to backup facility within 30 minutes if temperature exceeds 8°C

8. Expired Medication Management

Monthly inventory checks must be documented.

- Medications that would expire within 3 months

- Damaged medicines
- Temperature-exposed medicines

Must be:

1. Immediately removed from the active cabinet.
2. Document the medicines to update inventory.
3. Disposed safely

9. Students Bringing Medication to School

9.1 General Rule

Students are NOT allowed to keep any medication in their bags or with themselves.

All medications must be handed over to the SMD at arrival.

9.2 Chronic Medication (e.g., epilepsy, asthma, diabetes)

Parents must submit:

- Prescription (valid within 12 months)
- Treatment plan or Medical Accommodation Plan (MAP) from treating physician
- Medication in original pharmacy-labeled packaging

9.3 Short-Term / PRN Medication

- Requires parent's written consent and doctor's prescription
- Medication must be labeled with:
  - Student's name
  - Dose
  - Frequency
  - Date of expiry
- Medicines must be kept in the clinic and administered only by medical staff.

9.4 Prohibited Practices

- Teachers storing/ administering medication.
- Students self-administering (unless documented MAP permits e.g., inhaler)
- Parents sending medication in lunch boxes or bags

10. Administration of Medication

Procedure

1. Only licensed medical staff may administer medications.
2. Each administration must be documented, including: student name, medication name, dose, time, reason, and nurse signature.
3. Verify prescription/consent (for PRN or chronic medication).
4. Administer medication safely.
5. Document immediately in **school EMR**.
6. Parents must be notified when their child receives medication for: fever, repeated symptoms, or emergency use.

11. Emergency Medications

The following emergency medications must be available at all times:

- EpiPen (Adult & Paediatric)
- Adrenaline

- Glucagen 1 mg
- Ventolin inhaler
- Burn dressing
- Silvadiazin ointment (lab requirement)

Emergency guidelines must be displayed in the clinic.
Medical staff must:

- Ensure equipment is accessible and unexpired.

12. Handling Medication Errors

A medication error includes wrong:

- student
- medication
- dose
- time
- route

Steps:

1. Inform school doctor immediately
2. Inform parent
3. Provide medical care as required
4. Complete incident report
5. Review protocol to prevent recurrence

13. Record Keeping

- Medicine stock log
- Temperature monitoring log
- Expiry tracker
- Vaccination register
- Phoenix entries for all visits
- Incident reports

All logs must be retained for **minimum 5 years**.

14. Staff Training

Annual training must cover:

- Medication handling
- Anaphylaxis management
- Sharps disposal
- Seizure management
- Diabetes emergency care
- Infection control
- BLS (including AED use.)

15. Review & Audit

- This policy will be reviewed annually by the School Doctors or earlier if MOHAP issues updated regulations.