



# The Apple International Community

## Managing Medication Policy

***2026-2027***

### POLICY INFORMATION

|                       |                             |
|-----------------------|-----------------------------|
| POLICY WRITTEN        | September 2021              |
| POLICY UPDATED        | September 2026              |
| POLICY TO BE REVIEWED | September 2027              |
| APPROVED BY           | PRINCIPAL-<br>PRETTY KHOSLA |

## Purpose

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

## Policy

School Policy on administering medications to a child the school clinic has its own supply of medications. Prior to administering of 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 a 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 transport, medications can be handed over to the Transport Assistant with a copy of the prescription and signed note from

the parent/guardian. Medication that needs to be refrigerated at all times must be transported with an ice pack rather than the ice-cubes. Medications must be sent in their original packaging and should be clearly labeled 3 with the student's name, required dose, timing and route of administration. If a 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 the 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 a prescribed medication (i.e. Insulin, Asthma inhalers, Nebulizers, Eye drops), a consent form needs to be completed which specifies 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, the 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 a required dose.

Temperature of medicines is maintained between 18C to 24C with room temperature thermometer. Every month expiry date of all the medicines checked and maintained in logbook. Near expiry medicines are returned to the pharmacy.

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|----------------------------------|-----------------------------------------|--------------------------------------------------------------------------------------|---------------------------|------------|
| <b>Prepared/Revised</b>          | <b>Dr. Najmun Nissa</b>                 |  | <b>Date of Signature:</b> | 15/09/2024 |
| <b>Prepared/Revised</b>          | <b>Ms. Nissy Paul, Ms.Shiney Mathew</b> |   | <b>Date of Signature:</b> | 15/09/2024 |
| <b>Approved &amp; authorized</b> | <b>Ms. Pretty Khosla</b>                |                                                                                      | <b>Date of Signature:</b> |            |