



## STUDENT MEDICATION PROTOCOL

### Purpose

This protocol establishes clear guidelines for the safe administration, storage, and documentation of student medications within the school clinic. It ensures compliance with medical regulations and school health policies to safeguard student well-being.

### Medication Administration Compliance

- The school clinic adheres strictly to the medication policies outlined by the **Ministry of Health (MOH)** and **Ministry of Education (MOE) in Kuwait**.
- Only **MOH/MOE-approved** medications will be administered on school premises. **Non-prescribed or unapproved medications will not be permitted.**

### Medication Storage & Security

- All medications must be stored securely in a **locked cabinet** or **refrigerated** if required.
- Medications must be clearly labeled with the **student's name, dosage, and administration instructions**.
- Expired or discontinued medications will be **returned to parents** or **disposed of safely** in accordance with school policy.
- **Emergency medications** (e.g., EpiPens, Glucagon) will be stored in an **easily accessible but secure location** for immediate use.

### Medication Administration Guidelines

- Medications will only be administered if a **completed Medication Authorization Form** is provided, signed by a **parent/guardian** and **physician (if required)**.

- The **school nurse must verify** the prescription label and ensure the **correct dosage** before administration.
- Each dose administered must be recorded in a **logbook or electronic system**, including:
  - **Student's Name**
  - **Date & Time of Administration**
  - **Medication Name & Dosage**
  - **Nurse's Signature**

### **Emergency Medications**

- Emergency medications such as **EpiPens, Glucagon, and Asthma Inhalers** must be easily accessible within the school clinic.
- Students diagnosed with **severe allergies, diabetes, epilepsy, or asthma** must have an **Individualized Health Care Plan (IHCP)** outlining emergency response procedures.
- In case of severe reaction, seizure, or anaphylaxis, the **emergency protocol must be followed, and ambulance services (112) contacted immediately** if required.

### **Self-Carry & Self-Administration Policy**

- Students may **self-carry and self-administer** prescribed medications (such as asthma inhalers or insulin) **only with prior approval from a licensed physician**.
- The **school nurse must assess the student's ability** to self-administer safely before authorization is granted.

### **Parent & Staff Communication**

- Parents will be **immediately notified** if a student **misses a critical dose or refuses medication**.
- Teachers will be informed of students requiring **special accommodation**, such as:
  - **Water breaks** for students with **sickle cell anemia**.
  - **Extra snacks** for diabetic students.

## Medication Practice Review

- The **school nurse will review** all medication records and procedures **each academic term** to ensure compliance.
- **Regular staff training** sessions will be conducted to educate teachers on emergency medication administration (e.g., **EpiPen, Glucagon, asthma inhalers**).
- Parents must update the **Medication Authorization Form annually** or whenever there is a **change in prescription**.

## Documentation & Compliance

- The **school clinic must maintain accurate records** of all medications stored and administered.
- In case of a **medication error** (missed dose, incorrect dosage, adverse reaction), a **Medication Incident Report** must be completed immediately.
- This protocol will be **reviewed annually** and updated as necessary to reflect best practices and regulatory changes.

### DOCUMENT CONTROL

<b>COMPLIANCE</b>	
<b><i>Compliant with</i></b>	MOH, MOE, Cognita, CIS & NEASC

<b>AUDIENCE</b>	
<b><i>Internal</i></b>	School Nurses

<b>VERSION CONTROL</b>	
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<b><i>Implementation</i></b>	Annually-August to June
<b><i>Review date</i></b>	1 <sup>st</sup> June Annually