



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

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

AUDIENCE	
<i>Internal</i>	School Nurses

VERSION CONTROL	
<i>Author</i>	Sindhu Chacko
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