

# Medication Administration Policy

**(Aligned with Department of Health – Abu Dhabi- Standard for Administration of Medications in schools-2026)**

*(Including Emergency Medications and First Aid Treatments)*

## 1. Purpose

This policy outlines safe, standardized procedures for the storage, handling, and administration of medications within the Creative British School Clinic. It ensures the health, safety, and wellbeing of students in accordance with best practice school health standards and applicable UAE health regulations.

## 2. Scope

This policy applies to:

- School nurses and designated trained staff
- Students requiring prescribed or emergency medications during school hours
- Parents/guardians providing medication for school use
- Emergency/ first aid situations occurring on school premises or during school activities

## 3. General Principles

- Medication will only be administered with valid parental consent and/or a valid medical prescription.
- All medications must be stored securely in the school clinic unless otherwise specified (e.g., emergency inhalers or auto-injectors).
- Only trained and authorized staff may administer medications.
- All medication administration must be documented immediately after use.
- Student safety and rapid response in emergencies take priority at all times.

## 4. Medication Storage and Handling

- Medications are stored in a locked cabinet with restricted access.
- Temperature-sensitive medications are stored as per manufacturer guidelines.
- Emergency medications (e.g., epinephrine, salbutamol inhalers) must be easily accessible in the clinic and/or designated emergency kits.
- Medications must be clearly labeled with the student's name, dosage, and expiry date if indicated.
- Expired or unused medications will be returned to parents or disposed of safely as per protocol.

## **5. Medication Administration Procedures**

Medication administration shall follow:

1. Right Student
2. Right Medication
3. Right Dose
4. Right Time
5. Right Route
6. Right Reason
7. Right Documentation

Before administration, the nurse must:

- Verify student identity
- Confirm medication name, dose, time, route, and expiry date
- Check for allergies and contraindications
- Ensure valid prescription (when required) and parental consent.
- Record baseline condition.

After administration:

- Monitor student response
- Document time, dose, route, and outcome
- Inform parents.

## **6. Approved Medications and Protocols**

### **6.1 Epinephrine Auto-Injector (Anaphylaxis Emergency)**

- Used for suspected anaphylaxis (e.g., breathing difficulty, swelling, collapse, rash with systemic symptoms)
- Administer immediately into outer thigh as per device instructions
- Call emergency medical services (ambulance) immediately.
- Inform parents and school administration
- Student must be transferred to hospital even if symptoms improve.

### **6.2 Salbutamol Inhaler (Asthma Relief)**

- Used for acute asthma symptoms (wheezing, shortness of breath, chest tightness)
- Monitor oxygen saturation.
- Administer as per prescribed asthma action plan or emergency protocol as per INCP.
- Administer Salbutamol inhaler 4 puffs via spacer. Give one puff at a time, ask the person to take 4 breaths from the spacer after each puff.

- Wait for 4 minutes
- Repeat if no improvement/severe attack (unable to talk, cyanosis, drowsiness) and notify parent and ambulance
- Repeat giving inhaler following the same steps as before while waiting for the ambulance.

### **6.3 Paracetamol (Acetaminophen)**

- Used for mild to moderate pain or fever
- Administer only with written parental consent and/or prescription guidelines
- Ensure no duplicate dosing within unsafe time intervals
- Do not exceed recommended daily dose
- Monitor for symptom progression /relief.

### **6.4 First Aid**

#### **Antihistamine Cream**

#### **Fucidin cream**

#### **Silver sulfadiazin1%/Mebo**

#### **Dermacyn/Microcyn Solution.**

#### **Antihistamine cream**

- Used for mild allergic skin reactions, insect bites, or localized itching
- Apply thin layer to affected area only
- Do not use on broken skin or severe allergic reactions
- Monitor for worsening symptoms requiring escalation

#### **Fucidin cream**

- Impetigo: Weeping, crusty, and swollen patches of skin.
- Infected Eczema or Dermatitis: Inflamed skin that has developed a secondary bacterial infection.
- Wounds: Small cuts, grazes, or minor burns that have become infected.
- Folliculitis & Boils: Infected hair follicles or boils.
- Paronychia: Infections around the fingernails or toenails.

#### **Silver sulfadiazine 1% / Mebo**

- Primary Use: Prevents and treats bacterial infections in serious, open, or partial-thickness burn wounds.

- How it Works: It is a sulfa-based antibiotic that stops bacterial growth to prevent the spread of infection to surrounding skin or the bloodstream (sepsis).
- Usage: Typically applied once or twice daily to a cleaned wound, often covered with a sterile dressing

### **Dermacyn / Microcyn wound care.**

- Acute & Chronic Wounds: Used for the cleansing, irrigation, and moistening of Stage I-IV pressure ulcers, diabetic foot ulcers, leg ulcers, and post-surgical wounds.
- Burns & Abrasions: Safe for managing first- and second-degree burns, cuts, and scrapes.]
- Skin & Itch Relief: Formulated to relieve the itch, redness, and pain associated with sores, minor skin irritations, and atopic dermatitis (eczema).
- Scar Management: Used on old and new scars resulting from surgeries, C-sections, injuries, and acne.
- Antimicrobial Action: Highly effective at eliminating pathogens (including bacteria, viruses, fungi, and spores).

## **6.5 Oral Quick-Acting Glucose (for hypoglycemia)**

### **Immediate management (conscious student)**

#### **(Mild to moderate symptoms)**

#### **Follow the rule of 15**

- Treat with 10-15mg Glucose/CHO

(1 tube of glucose gel, 3-4 glucose tablets, and 4 teaspoons of sugar, 3/4cup of fruit juice or regular soft drink, 1tablespoon of jam or honey).

#### **Follow-up**

Recheck glucose in 15 minutes.

- Treat again if still < 3.9 mmol /70mg.

#### **Symptoms of severe Hypoglycemia**

Inability to swallow, having a seizure or convulsion.

Unconsciousness.

#### **Severe Emergency (Unconsciousness/Seizure):**

- Call ambulance immediately 999 through school administration for immediate transfer to the nearest health facility for Emergency health services and Info



- Do not give any oral fluid
- Position the student on his/ her side.
- Administer Injection Glucagon into a large muscle (Upper arm, thigh).
- Give Injection Glucagon 1 mg IM ( $\geq 25$  kg) or 0.5 mg IM ( $< 25$  kg)
- Inform students' parents.

#### Follow-up

- Once awake, give long-acting (Complex) carbohydrate (snack/bread).
- Record blood glucose reading and intervention.

Convey the interventions to ambulance staff.

## 6.6 Oxygen Therapy

- Administered in cases of respiratory distress, trauma, anaphylaxis, or reduced oxygen saturation
- Use appropriate mask or delivery device as per clinical assessment
- Monitor oxygen saturation continuously if possible
- Document flow rate, duration, and response
- Escalate to emergency services if condition does not improve

## 6.7 Buccal / Intranasal Midazolam (Seizure Emergency)

- Used for prolonged seizures  $> 5$  minutes or seizure clusters or as per individualized care plan.
- Administer via buccal or intranasal route as prescribed
- Record the time, duration of seizure and medication administration accurately.
- Place student in recovery position and maintain airway safety
- Call ambulance, inform parent as per protocol
- Continuous monitoring until full recovery or transfer of care

## 7. Documentation

All medication events must be recorded in the student health record including:

- Date and time
- Medication name and dose
- Route of administration
- Reason for administration
- Student response
- Staff signature

## **8. Parental Consent**

- Written consent is required for all medications
- Parents will be informed immediately after emergency medication use.

## **9. Review and Audit**

This policy will be reviewed annually or updated in accordance with:

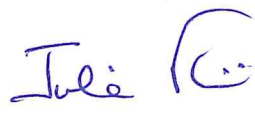
- Department of Health – Abu Dhabi guidelines

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