

Administering Medicines Policy

AI Madina International Kindergarten

While it is not our policy to care for sick children, who should be at home under the care of parents until they are well enough to return to the school, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. Children who are sick should not be sent to school or on field trips as they constitute a health risk to the healthy children and staff in the school

Procedures

- At AI Madina, the management or the teaching staff will not be responsible to administer medical treatment to pupils, such actions and procedures are normally carried out by the school nurse.
- Children taking prescribed medication must be well enough to attend school.
- Only prescribed medication by a doctor is administered by the school nurse. It must be in-date and prescribed for the current condition. Non-prescribed medication will also be administered by the school nurse if a child has a fever, headache or minor injuries.
- Parents give prior written permission for the administration of medication. No medication may be given without the Medical Indemnity form (Available with the school nurse) being fully completed.
- All medication is stored in accordance with product instructions. Medicines are placed in a secure cupboard or refrigerated. Where the cupboard or refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.
- The school nurse is responsible for ensuring medicine is handed back at the end of the day to the parent.
- No child will be allowed to self-administer any kind of medicines.
- When a child falls sick during school hours, the school nurse will call the parents to fetch the child from school.

Authorization for administration for medication at Al Madina Kindergarten

I, -----
parent of -----
of class, ----- hereby consent to the school nurse to administer
medication as prescribed by:

(name of the doctor)

I further agree to the condition that, while every precaution will be taken for the safety and welfare of my child, I will hold blameless and indemnify the staff of Al Madina International Kindergarten, for any reaction or illness which may occur as a result of the administration of the below mentioned medication by the school nurse as directed in this document.

Names of medications and dosages:

Name of the medicine	Dosage	Times

Contact details of Medical Practitioner to be contacted if necessary:

Name: _____ Tel: _____

Emergency contact telephone number/s in case of emergency: Telephone: (work) _____

(home) _____ (mobile) _____

Signature of Parent/Guardian: _____ Date: _____