



First Aid and Medicine Administration Policy

1. Policy Statement

Merryland International School is committed to safeguarding the health, safety, and wellbeing of all students. The school will provide appropriate first aid for injuries and illnesses occurring during school hours and will ensure that medication is administered safely, responsibly, and only when necessary. The administration of medication shall be carried out exclusively by the School Nurse and in accordance with UAE regulations, ADEK requirements, and medical best practices.

2. Purpose

The purpose of this policy is to:

- Ensure the safe provision of first aid to students and staff.
- Establish clear procedures for the administration of medication.
- Protect students from medication errors and adverse reactions.
- Ensure compliance with regulatory and healthcare requirements.
- Clarify the roles and responsibilities of parents, staff, and the School Nurse.

3. Scope

This policy applies to all students, staff, parents, and visitors of Merryland International School.

4. First Aid Provision

The school shall:

- Maintain appropriately equipped first aid facilities.
- Ensure the availability of qualified healthcare professionals during school hours.
- Provide immediate first aid treatment for injuries and illnesses occurring on school premises or during school activities.
- Contact parents/guardians when medical attention beyond routine first aid is required.
- Arrange emergency medical assistance when necessary.



5. Administration of Medication

General Principles

- Medication shall only be administered by the School Nurse.
- Teachers, administrative staff, support staff, students, or other individuals are not permitted to administer medication to students except in emergency situations where immediate intervention is required to preserve life.
- Medication will only be administered when it is essential during school hours and cannot reasonably be given at home.

Requirements for Medication Administration

The School Nurse may administer medication only when all the following requirements are met:

1. A valid physician's prescription or medical report is provided.
2. Written parental/guardian consent is submitted.
3. The medication is supplied in its original container with a clearly printed pharmacy label.
4. The medication includes the student's name, dosage, administration instructions, and expiry date.
5. The medication is approved for administration during school hours.

The school reserves the right to refuse administration of medication that does not meet these requirements.

6. Storage of Medication

The School Nurse shall:

- Store medications securely and safely.
- Ensure medications are accessible only to authorized personnel.
- Maintain appropriate storage conditions, including refrigeration when required.
- Monitor expiry dates and disposal requirements.

Students are not permitted to carry medication on their person unless authorized by the School Nurse and supported by a physician's recommendation (e.g., asthma inhalers, epinephrine auto-injectors, or diabetic emergency medication).



7. Emergency Medication

Students requiring emergency medication for chronic or life-threatening conditions such as asthma, severe allergies, epilepsy, or diabetes must provide:

- A physician-approved medical management plan.
- Emergency medication prescribed by the treating physician.
- Written parental consent.

The School Nurse shall maintain appropriate records and ensure emergency response procedures are followed.

8. Record Keeping

The School Nurse shall maintain accurate records of:

- Medication requests and authorizations.
- Medication administered, including date, time, dosage, and reason.
- Medical incidents and treatments provided.
- Parent communications relating to medical care.

All records shall be maintained confidentially in accordance with applicable data protection requirements.

9. Responsibilities

Parents/Guardians

Parents/guardians shall:

- Provide accurate and up-to-date medical information.
- Submit physician prescriptions and consent forms.
- Supply medication in its original labeled container.
- Notify the school of any changes in medical conditions or treatment.

School Nurse

The School Nurse shall:

- Assess and provide appropriate first aid.
- Verify documentation before administering medication.
- Maintain secure medication storage and records.
- Communicate with parents regarding health concerns when necessary.

MERRYLAND INTERNATIONAL SCHOOL L. L. C.

مدرسة الأرض السعيدة العالمية ذ. م. م.



Staff

Staff members shall:

- Refer students requiring medical attention to the School Nurse.
- Follow emergency procedures when required.
- Report accidents, injuries, and health concerns promptly.

10. Prohibited Practices

The school shall not:

- Administer medication without a physician's prescription and parental consent, except in medical emergencies.
- Accept medication that is expired, unlabeled, or improperly packaged.
- Permit students to share medication with others.
- Allow unauthorized staff members to administer medication.

11. Monitoring and Review

The Principal and School Nurse shall monitor the implementation of this policy. The policy will be reviewed annually or whenever there are changes in regulatory requirements or healthcare guidance.

This policy will be reviewed every year.

Principal



Revised on 02 June 2026

Merryland International School is an outstanding, ISO 9001-certified, British Curriculum K-12 school located in Abu Dhabi, U.A.E. providing high quality education to pupils of more than 40 nationalities. Merryland has been a pioneer in education for the last four decades remaining true to its motto 'Changing lives... Nations wide'