



Division Memorandum  
No. 52 s. 2015

Memorandum To:

Elementary / Secondary School Principals  
School Heads  
Health Personnel

From: **CHERRY MAE L. LIMBACO, Ph., D., CESO V**  
Schools Division Superintendent

Subject: **GUIDELINES IN THE PURCHASE AND USE OF MEDICINES  
FROM SCHOOLS MOOE**

Date: **March 2, 2015**

1. Pursuant to DepED ORDER No. 31. s 2008 "It is reiterated that ten percent (10%) of the regional / division MOOE for supplies be allocated for the procurement of medical and dental supplies for the use of the health personnel in the examination and treatment of pupils with ailments.
2. School health personnel are not provided with medicines from the Division Office since MOOE are already downloaded in schools. It is thereby advised that 10% of the school MOOE for supplies be used for the purchase of medical and dental supplies for the pupils/students use.
3. School Dentist / Nurses should be responsible for the request and purchase of the medicines as they are expected to be more knowledgeable as to the medical needs of the pupils and students in school.
4. Medical purchases should be the responsibility of the nurses /dentist for safe keeping and dispensing. In schools with no permanent nurse, medicines should be kept by the Clinic teacher but dispensing should be approved by the school nurse to avoid drug complications and untoward reactions.
5. Each school should have a Medicine Logbook for the in and out of medicines for transparency purposes.
6. The following are advised to be purchased but not limited to:
  - A. Medical Supplies
    - a. Wound dressing – Betadine, Cotton, Gauze bandage, Micropore plaster, Band – aid, Bandage scissors
    - b. For fever- Paracetamol tablets 500mg ( for children above 25 kg)

**Paracetamol Syrup 250mg /tsp for pupils below 25 kg)**

- c. **Antacids – for pupils with epigastric pain especially pupils/ students going to school without breakfast**
  - d. **Antibacterial Skin Ointment – used for dressing of wounds to prevent secondary infection**
  - e. **Vitamin A capsules**
  - f. **Ferrous sulfate Syrup**
  - g. **Multivitamins Syrup**
  - h. **Deworming tablets in cases when not available in the Rural Health Center**
    - B. Dental Supplies – as recommended by the school dentist**
      - a. **Dental anesthesia**
      - b. **Dental needle (short/ long)**
      - c. **Mefenamic acid Syrup/ tablet (250mg)**
      - d. **Antibiotics**
      - e. **Vit K**
      - f. **Gloves**
7. **Special precautions:**
- a. **Antibiotics should not be used recklessly hence the sale needs prescription to avoid development of drug resistance and untoward reactions.**
  - b. **Loperamide is not given to pupils below 12**
  - c. **Careful in the use of decongestant as this may cause a rise in blood pressure**
  - d. **Careful in using antispasmodic in pupils with abdominal pain unless assessed by a physician.**
  - e. **Careful in giving eyedrops unless prescribed by physician**
8. **In case of doubt refer medical cases to the nearest Health Center for assessment and treatment by Medical Health Officer.**
9. **Wide dissemination of this memorandum is hereby enjoined**