

# Administering medicines in school 2022

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The table below contains advice that members of staff can refer to when administering medicines to pupils in school. It is based on the Department for Education's [statutory guidance on supporting pupils at school with medical conditions](#).

## DO

- ✓ Remember that any member of school staff may be asked to provide support to pupils with medical conditions, but they are not obliged to do so
  - ✓ Check the maximum dosage and when the previous dosage was taken before administering medicine – refer to the child's consent form and check the "List of Children Receiving Medication"
  - ✓ Keep a record of all medicines administered. The record should state the type of medicine, the dosage, how and when it was administered, and the member of staff who administered it. At the end of the day this is called the "List of Children Receiving Medication"
  - ✓ Inform parents if their child has received medicine via a medical slip (handed to parent at the end of the day) or if they have been unwell at school
  - ✓ Store medicine safely – check bottles for storage instructions.
  - ✓ Ensure that the child knows where his or her medicine is kept to advise the first aider/class teacher who can access it immediately
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## DON'T

- ✗ Give prescription medicines or undertake healthcare procedures without appropriate training and signed form from parents.
- ✗ Accept medicines unless they are in-date, labelled with the child's name, in the original container and accompanied by instructions
- ✗ Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances (where verbal consent has been obtained in an emergency)
- ✗ Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor
- ✗ Lock away emergency medicine or devices such as adrenaline pens or asthma inhalers
- ✗ Force a child to take their medicine. If the child refuses to take it, follow the procedure in the individual healthcare plan and inform their parents