



Administering medicines in school

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	Do not
<ul style="list-style-type: none"> ✓ 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 ✓ Keep a record of all medicines administered to individual children. The record should state the type of medicine, the dosage, how and when it was administered, and the member of staff who administered it ✓ Inform parents if their child has received medicine or been unwell at school ✓ Store medicine safely ✓ Ensure that the child knows where his or her medicine is kept, and can access it immediately 	<ul style="list-style-type: none"> ✗ Give prescription medicines or undertake healthcare procedures without appropriate training ✗ Accept medicines unless they are in-date, labelled, 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 ✗ 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 his or her medicine. If the child refuses to take it, follow the procedure in the individual healthcare plan and inform his or her parents

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