













Administering Medicines in Schools

Some important Do's and Don'ts

The Children and Families Act 2014 placed a duty on the governing bodies of maintained schools, the proprietors of academies, and the management committees of pupil referral units to make arrangements for supporting pupils with medical conditions.

Note: the DfE Guidance does not apply to maintained nursery schools, 16 – 19 academies and independent schools.

A quick reference list which staff can refer to when administering medicines to pupils in schools based on the DfE statutory guidance on supporting pupils at school with medical conditions.

Do	Do not
 Understand 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	 Give prescription medicines or undertake healthcare procedures without appropriate training
 Check the maximum dosage and when the previous dosage was taken before administering medicine	 Accept medicines unless they are in-date, labelled, in the original container and accompanied by instructions
 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	 Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances
 Inform parents if their child has received medicine or been unwell at school	 Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor
 Store medicine safely	 Lock away emergency medicine or devices such as adrenaline pens or asthma inhalers
 Ensure that the child knows where his or her medicine is kept, and can access it immediately	 Force a child to take their medicine. If the child refuses, follow the procedure in the individual healthcare plan and inform their parents