

# Administering Medicines

## DO

---

- ✓ Remember that any member of [RAISE-AP](#) staff may be asked to provide support to pupils with medical conditions, but they don't have to agree to do so
  - ✓ Check the maximum dosage and when the previous dosage was taken before administering medicine
  - ✓ Keep a record of all medicines administered. The record should state the type of medicine, the dosage, and who administered it, how and when
  - ✓ Inform parents/carers if their child has received medicine or been unwell at [RAISE-AP](#)
  - ✓ Store medicine safely
  - ✓ Make sure the child knows where their medicine is kept, and can access it immediately
- 

## DON'T

- ✗ 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 their medicine. If the child refuses to take it, follow the procedure in their individual healthcare plan and inform their parents