



Over the Counter (OTC) Medication Policy

1. Purpose

This policy sets out how the school manages requests for the administration of over the counter (OTC) medication in line with statutory guidance, safeguarding duties, and the school's duty of care.

The policy aims to ensure that pupils are kept safe, staff act within clear and lawful parameters, parents understand the limits of the school's role, and medication is administered consistently and appropriately.

2. Statutory and Guidance Framework

This policy is informed by:

- DfE: Supporting Pupils with Medical Conditions (2015)
- Keeping Children Safe in Education (current edition)
- Working Together to Safeguard Children (current edition)
- Education Act 2002, Section 175
- Health and Safety at Work Act 1974

3. Scope

This policy applies to non-prescription (OTC) medications including paracetamol-based medicines, ibuprofen-based medicines, and antihistamines. Prescription medication is covered by the [Supporting Pupils with Medical Conditions Policy](#).

4. General Principles

The school is not a healthcare provider. Parents/Carers retain primary responsibility for administering medication. Schools may decide whether or not to administer OTC medication, and staff are not obliged to do so. Medication will only be administered where it is necessary, safe, and appropriate.

5. Conditions for Administration

OTC medication will only be administered where a completed OTC Medication Administration Form has been submitted, the medication is supplied in original packaging, dosage is within packaging guidance, written consent is provided, and staff are satisfied it is safe. Verbal instructions cannot override written information.

The school will administer no more than one dose of OTC medication during the school day unless written advice from an appropriately qualified healthcare professional states otherwise. A new OTC Medication Administration Form must be completed for each school day that

medication is requested. Consent and medication requests do not roll over from one day to the next, even where the same medication is being administered for the same condition.

6. Disclosure of Medication Given Outside School

Parents/Carers must provide a full and accurate account of all medication administered in the preceding 24 hours. Incomplete information may result in medication not being administered.

7. Medical Advice and Dosage Variation

Where requested dosages differ from standard guidance, written medical confirmation must be provided by a health care professional, before the medicine is administered. Verbal assurances cannot be acted upon.

The school will administer no more than one dose of OTC medication during the school day unless written advice from an appropriately qualified healthcare professional states otherwise.

Requests for repeated dosing during the school day indicate that a child may not be well enough to remain in school and may result in the school declining to administer further medication and request parental collection.

8. Safeguarding and Clarification

In line with safeguarding guidance, the school reserves the right to seek clarification, consult external medical services for general advice, or delay/decline administration where uncertainty exists. Clarification is a routine safeguarding action.

Where medication administration is delayed or declined, the school will contact the parents/carers at the earliest reasonable opportunity to explain the rationale for the decision and any actions required.

9. Child Wellbeing and Attendance

Medication does not override the school's judgement regarding whether a child is well enough to remain in school. The school may monitor, contact parents/carers, or request collection where appropriate.

10. Record Keeping

All medication administration will be recorded contemporaneously including time, dosage, staff involved, and any clarification sought.

11. Staff Responsibilities

Staff will follow this policy, act within training, refer concerns to senior leaders, and decline administration where safety thresholds are not met. Staff acting in line with this policy will be supported by the school.

12. Parental Responsibilities

Parents/Carers are responsible for providing accurate information, supplying medication correctly, understanding that administration may be declined, and ensuring their child is well enough to attend school.

13. Complaints

Concerns regarding medication administration should be raised via the [Complaints Policy](#). Safeguarding decisions taken in good faith and in line with statutory guidance will be supported by the school.

14. Review

This policy will be reviewed annually or following any significant incident involving medication administration.

Date adopted: 16th July 2026

Review date: September 2028

Approved by: Governing Board



OVER-THE-COUNTER (OTC) MEDICATION ADMINISTRATION FORM

Child's Name:	
Date of Birth:	
Class:	

Name of Parent / Carer:	
Relationship to Child:	
Daytime Contact Number:	

Name of Medication:	
Strength / Concentration (as stated on bottle) e.g 120mg/50ml :	
Reason for Medication Administration:	
Date Medication has started:	

Medication Given Outside School (Previous 24 Hours)

Please record all doses given at home, GP, A&E or hospital:

Dose No.	Date	Time Given	Dose Given	Administered by
1				
2				
3				
4				

Dose to be given in school (the school will administer a maximum of one OTC dose during the school day unless written healthcare professional advice states otherwise):	
Time to be given:	
Maximum doses permitted in 24 hours:	

Medical Advice

<i>Tick all that apply:</i>	Parent/Carer initials <i>Advice provided</i>	Staff initials <i>Advice verified</i>
Standard OTC guidance (as states on packaging guidance):		
Advice from GP:		
Advice from Pharmacist:		
Advice from A&E / Hospital:		

If dosage differs from packaging guidance, written medical confirmation must be attached.

Safeguarding Statement

The school is not a healthcare provider. Medication will only be administered where written information is clear and complete. The school reserves the right to seek clarification from health care professionals (i.e. School Nurse and/or GP), delay or decline administration if required.

Important: This form is valid for one school day only. A new form must be completed and submitted for each subsequent day that OTC medication is required

Consent

I confirm the information provided is accurate and give permission for administration.

Parent/Carer Signature:	
Date:	

Clarification / Notes for office use only

Record any clarification, follow-up or decision not to administer medication.