



Policy: Administering Medication, Tablets and Epi-Pen's

Administering Medication

First aid at work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack in accordance with currently accepted first-aid practice. It is recommended that tablets and medicines should not be kept in the first-aid box.

Some workers carry their own medication that has been prescribed by their doctor (e.g. an inhaler for asthma). If an individual needs to take their own prescribed medication, the first-aider's role is generally limited to helping them to do so and contacting the emergency services as appropriate.

Aspirin is located at key locations across the University within the Faculties and Services. The aspirin is stored in small lockable cabinets at specific points. This aspirin must then only be given under the direction of a medical practitioner i.e. a doctor, nurse or paramedic.

Administering an Epi-Pen

Medicines legislation restricts the administration of injectable medicines. Unless self-administered, they may only be administered by or in accordance with the instructions of a medical practitioner. However, in the case of adrenaline there is an exemption in that in an emergency, a layperson is permitted to administer it by injection for the purpose of saving life. The use of an Epi-Pen to treat anaphylactic shock falls into this category. Therefore, first-aiders may administer an Epi-Pen if they are dealing with a life-threatening emergency in a casualty who has been prescribed and is in possession of an Epi-Pen and where the first-aider is trained to use it.

Terry Docherty

Health & Safety Officer May 2011

(Updated February 2021)

Document title	Administering Medication, Tablets and Epi-pen's
Version	2
Person responsible	Estates/ Facilities/ HSO
Author	Terry Docherty
Document date	May 2011
Last amended	March 2017 / February 2021
Effective from	May 2011
Review date	February 2023
Impact Assessment date	TBC
History (where discussed / who circulated to / committees considered	HSC / Dinah Asante