

# ADMINISTERING PARACETAMOL POLICY



## SWANMORE COLLEGE

### Centre of Excellence

Statutory	No
Website	Yes
Last Review	July 2024
Next Review	July 2025
Reviewer	Miss G Brown
Ratified by SLT	July 2024

## A. RATIONALE

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Most pupils will at some time have a need for pain relief that we hope will enhance their ability to embrace their participation in all school activities.

## B. AIM

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By administering paracetamol to pupils in school, we aim to aid pupils in staying in school longer so that their education is not limited by a medical condition which can be treated with paracetamol.

## C. PRINCIPLES

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This policy sets out the circumstances in which we may administer paracetamol within school, and the procedures that we will follow.

## D. PROCESSES

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The School will keep its own stock of paracetamol tablets to reduce the risk of pupils carrying medicines and avoid confusion over what can be administered.

Pupils who frequently require paracetamols will be asked to provide their own tablets which will be kept securely labelled in the Welfare Office. Parents/Carers will be contacted by the Pupil Welfare Officer in these circumstances.

In order for schools to administer paracetamol to pupils the written consent of parents and carers is required. See Appendix 1 for a copy of the permission letter.

The school will hold a supply of 500mg paracetamol securely in a locked medicine cabinet, and we will only administer one tablet of 500mg at second break – 12.40-1.10pm - to any pupil that presents at the Welfare Office. The Pupil Welfare Officer and Deputy Welfare Officer will check consent, paracetamol may be administered by the Pupil Welfare Officer or Deputy Welfare Officer who have received the required IHASCO Medication Awareness (Education) training in the event of a headache, toothache, period pain or any type of mild to moderate pain.

Parents and carers will be emailed if paracetamol has been administered to their child with time and reason for administering.

When a pupil is given paracetamol, a written record of it will be kept in school. This record will include: the dose given, pupil's name, time and date and signature of the person administering.

### **Before giving paracetamol**

1. The pupil should be encouraged to get some fresh air and have a drink or something to eat and paracetamol is only considered if these actions do not work.
2. We will only administer paracetamol to pupils whose parents/carers have completed and returned the permission letter

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3. Only standard 500mg paracetamol may be given, not combination drugs which may contain other drugs.
4. We will ask the pupil whether they have self-medicated at any time since attending school on the day to ensure that no medication is given within a 4 hour period under NHS guidelines

### **Administering paracetamol**

1. Pupils can only be given one dose of 500mg paracetamol during the school day. If this does not work we will contact the parent or carer to seek further guidance
2. If a pupil has a minor injury whilst at school outside of our administering time their condition will be triaged under First Aid requirements and pain relief will be administered accordingly after obtaining verbal consent
3. If a pupil has an IHCP that requires paracetamol pain relief, verbal consent must always be obtained prior to administration, and this logged by the Pupil Welfare Officer
4. The Pupil Welfare Officer must watch the pupil taking the paracetamol and make a record of it.

### **Paracetamol must not be given**

1. Following a head injury as per the NHS guidance
2. Where a pupil has taken paracetamol containing medicine within the last four hours.

## **E. MONITORING, ASSESSMENT & EVALUATION**

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The policy will be monitored to ensure that the processes described within this policy is followed.

The Policy will be reviewed annually by the Senior Leadership Team.

**Appendix 1**

Dear Parents and Carers,

**Administration of Paracetamol in school**

In order for schools to administer paracetamol to pupils the written consent of parents and carers is required.

The school will hold a supply of 500mg paracetamol. By completion of the consent reply slip below we will administer paracetamol between 12.40 – 1.10pm daily if required for the following reasons: in the event of a headache, toothache, period pain or any type of mild to moderate pain.

We will ask the pupil whether they have self-medicated at any time since attending school on the day to ensure that no medication is given within a 4 hour period under NHS guidelines.

All staff administering the paracetamol will have received IHASCO Medication Awareness (Education) training.

We will email you to inform you of any paracetamol that has been administered to your child, with the time and reason for administering. Please note that paracetamol will not be issued without the completion and return of the reply consent below.

Please complete the reply slip below if you give consent for the administering of paracetamol to your child as stated above, and return to Pupil Reception.

Yours sincerely

Mr K Jonathan  
Headteacher



**REPLY SLIP**

To: The Pupil Welfare Officer

**Paracetamol Consent**

I give permission for my child to be given one 500mg dose of paracetamol in school between 12.40 and 13.10, if presenting with the need for pain relief as listed above.

PUPIL'S NAME.....

TUTOR.....

SIGNED.....

DATE.....

PARENT/CARER FULL NAME.....