



TRUST·ED  
*Schools' Partnership*

## Paracetamol Procedure

<b>FREQUENCY OF REVIEW:</b>	<b>Bi Annually (every two years)</b>
<b>RATIFICATION DATE:</b>	<b>January 2022</b>
<b>RATIFIED BY:</b>	<b>OWS LGB</b>
<b>DATE OF NEXT REVIEW:</b>	<b>Spring Term 2024 unless there is a material change</b>
<b>AUTHOR:</b>	<b>Assistant Headteacher (JWT)</b>

Adopted by the Oldbury Wells School Local Governing Body

Signed \_\_\_\_\_ Chair of Local Governing Body

Dated \_\_\_\_\_

Signed \_\_\_\_\_ Headteacher

Dated \_\_\_\_\_

## **Administering Paracetamol Procedure**

### **Rationale**

Most students will, at some time, have a medical condition that may affect their participation in school activities and for many this will be short-term. Other pupils have medical conditions that, if not properly managed, could limit their access to education. Most children with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities.

### **Aim**

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

### **Processes**

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 paracetamol will be asked to provide their own tablets, which will be kept securely labelled in the school office. Parents will be contacted by the office staff in these circumstances.

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

The school will hold a supply of 500mg paracetamol securely in a locked cabinet. Following consent, paracetamol may be administered by members of staff who have received the required first aid training in the event of a headache, toothache, period pain or any type of mild to moderate pain.

Parents/carers will be contacted by phone before any paracetamol is given to obtain verbal consent and to confirm whether any medicines have been taken before attending school. Paracetamol will not be issued without written and verbal consent.

When a pupil is given medicine, a written record of it will be kept in school. This record will include: the name of the medicine, 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. There must be written parental consent with verbal consent from the parent or carer on the day. If verbal consent cannot be obtained, then paracetamol will not be given.
3. Only standard paracetamol may be given, not combination medicines which may contain other drugs.

### **Administering paracetamol**

1. Pupils can only be given one dose of paracetamol during the school day. If this does not work contact the parent or carer again.

2. The responsible member of staff must witness the pupil taking the paracetamol and make a record of it.

**Paracetamol must not be given**

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

**Monitoring, Assessment and Evaluation**

This Procedure will be monitored to ensure that the processes described fit the practice of administering paracetamol.

The procedure will be reviewed bi-annually by the Governing Body.