



Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

Administering Paracetamol Policy **(Secondary pupils only)**

Governors' Committee:	Resource Management Committee
Adopted by the Governing Body on:	
Signed: (Chair of Committee)	
Signed: (Federation Principal)	
Proposed date of review:	May 2023



A. RATIONALE

Most pupils 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.

B. AIM

By administering paracetamol to secondary 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

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

D. PROCESSES – Secondary only

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 school office. Parents will be contacted by the office staff in these circumstances.

In order for secondary schools to administer paracetamol to pupils, the written consent of parents and carers is required. The school can also accept permission via a ParentMail form. 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. 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 and 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 drugs 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.

E. MONITORING, ASSESSMENT & EVALUATION

The policy will be monitored to ensure that the processes described within this policy fit the practice of administering paracetamol.

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



Appendix 1

Dear Parents and Carers,

Administration of Paracetamol in school

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

The school will hold a supply of 500mg paracetamol. 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.

We will contact you by phone before any paracetamol is given to obtain your verbal consent and to confirm whether your child has taken any medicines before attending school. Please note that paracetamol will not be issued without written and verbal consent.

Please complete the reply slip below and return to the school office.

Yours sincerely

Mrs R Wilkes
Federation Principal

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REPLY SLIP

To: The School Office

Paracetamol Consent

I agree that my child can be given a dose of paracetamol in school following consent from me by telephone.

I give my consent for my child to be given *1 / 2 paracetamol tablets.
*(*Delete as applicable to specify the maximum number of tablets that can be given at any one time.)*

PUPIL'S NAME..... CLASS.....

SIGNED..... DATE.....

Person with parental responsibility