

Achieving Success Together



# Mill Green School

## Administration of Paracetamol Policy

<b>Policy Status:</b>	<b>NON-STATUTORY</b>
<b>Person Responsible:</b>	<b>Sean Lenahan</b>
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## Introduction

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 students have medical conditions that, if not properly managed, could limit their access to education. Most children with medical needs are able to attend Mill Green School regularly and, with some support from the school, can take part in most normal school activities.

To have the ability to administer paracetamol to students in school, we aim to aid young people in staying in school longer so that their education is not limited by a medical condition which can be treated with paracetamol.

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

## Administration of Paracetamol

The school will keep its own stock of paracetamol tablets (500mg) and oral liquid suspension (250mg/5ml) to reduce the risk of young people carrying medicines and avoid confusion over what can be administered.

Young people who frequently require paracetamols will be asked to provide their own tablets which will be kept securely and labelled in the medical room. Parents will be contacted by a member of school staff in these circumstances.

In order for secondary 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 and 250mg/5ml oral suspension securely in a locked medicine cabinet. Following consent, paracetamol may be administered by members of staff who have received the required first aid training and/or administration of medication 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 and associated dosages 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, young person's name, time and date and signature of the person administering and counter signature of a member of staff observing.

## Before giving paracetamol

1. The young person 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/carer 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 (500mg or 250mg/ml) 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 have the desired effect then we will 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.
3. A responsible member of staff will counter-sign to confirm they have observed administration.

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 Arrangements

This policy will be reviewed bi-annually.

## Appendix 1: Administration of Paracetamol Consent

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 and 250mg/5ml paracetamol suspension . 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

Sean Lenahan  
Headteacher

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### PARACETAMOL CONSENT REPLY SLIP

To: The School Office

Paracetamol Consent

I consent for school to administer the following dosage(s) [tick as appropriate]:

- 1 x 10ml 250mg/5ml Paracetamol Suspension (14 – 19 years)
- 1 x 15ml 250mg/5ml Paracetamol Suspension (16 – 19 years)
- 1 x 500mg Paracetamol Tablet (14 – 19 year olds)
- 2 x 500mg Paracetamol Tablet (16 – 19 year olds only)

Young Person: .....

Form: .....

Signed.....

Date: .....

\*Person with parental responsibility

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