



## Copnor Primary School

### C3. Administering Paracetamol Policy

#### Rationale

Portsmouth City Council has recommended to its schools that they consider administering Paracetamol in certain cases as part of its drive to improve attendance. We endorse it for that reason and also because we believe there are times when children could have minor pain alleviated through its use.

#### Administering Paracetamol in the school setting

The school keeps its own stock of Paracetamol suspension. It is forbidden to allow children to carry Paracetamol around.

Paracetamol is stored securely in the same way as all other medicines are stored and is not kept in first aid boxes.

A separate page per child record is kept for administration of all medicines, including Paracetamol, to prevent double doses from occurring. The person administering the Paracetamol must be relieved from other duties whilst preparing or giving the medicine, to reduce the likelihood of error.

The record includes:

- The name of the medicine
- The dose given, and how (pill etc)
- The name of the child
- The time and date it was given
- Name and signature of the person giving the medicine to the child.

First Aiders must be wary of routinely giving Paracetamol to children when deciding whether to administer it or not. If a child complains of pain as soon as they arrive at school and asks for painkillers, we will not give Paracetamol straight away.

We will always consider whether the child may have been given a dose of Paracetamol before coming to school. Many non-prescription remedies contain Paracetamol.

***It is recommended that if child has had any pain or cold relief medication in past four hours then Paracetamol is not given.***

If Paracetamol is taken soon after taking these remedies, it could cause an unintended overdose. There should be at least four hours between any two doses of Paracetamol containing medicines. No more than four doses of any remedy containing Paracetamol should be taken in any 24 hours.

Always ask the child what other medications they take and what has been taken recently before giving anything. If there is any doubt, seek medical advice before administering the medicine.

**It is recommended that school should only administer Paracetamol three times in a term to an individual child. If a child requests more than this, parents should be advised to seek medical assessment, unless parents have specifically requested it because of a medical condition for a limited period of time.**

## **Before giving the child Paracetamol**

1. The child is first encouraged to get some fresh air/have a drink/something to eat/take a walk/sit in the shade/lie down (as appropriate) and Paracetamol is only considered if these actions do not work.
2. There must be prior written parental consent, with verbal consent from the parent or carer on the day.
3. Only standard Paracetamol may be administered. Combination drugs, which contain other drugs besides Paracetamol, must not be administered.

## **Administering Paracetamol**

1. **Children can only be given one dose of Paracetamol during the school day:** If this does not relieve the pain, contact the parent or the emergency contact.
2. The member of staff administers the paracetamol to the child and makes a record of this.
3. The child should be made aware that Paracetamol should only be taken when absolutely necessary; that it is an ingredient in many cold and headache remedies and that great care should be taken to avoid overdosing.

Paracetamol must be kept in a secure place and **not** in first aid boxes. It must **not** be given:

Following a head injury

Where a child is already on some other medication

Where a child has taken Paracetamol containing medicine within 4 hours

**Dosage** – please follow manufacturers’ guidance on the bottle/packet of Paracetamol. Please be aware that if the child looks below average weight for their age, contact the School Nurse for advice before giving Paracetamol.

- Age 6 years to 11 years 11 months: 250 mg to 500 mg every 4–6 hours (maximum of four doses in 24 hours).

## **After giving the child Paracetamol**

Send the child back to class with a note informing the teacher.

If the child improves – send a note home at the end of the school day to inform parents.

If the child does not improve or gets worse – call parents to collect the child.

## **Paracetamol administration checklist**

Please complete the attached “Paracetamol checklist” and include alongside child’s records

## **References**

Cheshire County Council (2002), The administration of medicines in educational and community establishments, Cheshire Education and Community Health and Safety Manual Available at [www.cheshirewestandchester.gov.uk/education](http://www.cheshirewestandchester.gov.uk/education) (accessed 25.04.10)

Department for Education and Skills (2005), Managing Medicines in Schools and Early Years Settings. DfES Publications: London

Wessex Grid for Learning: Managing medicines in school (2008). Available at [www.wsgfl.westsussex.gov.uk](http://www.wsgfl.westsussex.gov.uk) (accessed 25.04.10)

**Endorsed by**

Steven West - Chief Pharmacist, Solent Healthcare

Helen Albon – Specialist Mental Health Pharmacist

Karin Downer – Specialist Community Public Health Nurse, MSc Public Health Practice, BSc (Hons) Health Promotion, PGCE.

Policy updated: Sept 2017

Review Date: Sept 2018