

## **Paracetamol Policy**

(Refer also to “Short term non-prescribed medication”)

**It is a legal requirement that we have the permission of parents and carers in order for a qualified First Aider to administer any pain relief medication.**

A permission to administer paracetamol section is included in the Student Confidential Medical Information form (completed as part of the student Intake Pack) which is kept in Student Services.

Paracetamol is a widely used drug for controlling pain and reducing temperature. Despite its prevalence, it can be very dangerous if taken inappropriately. Overdose requires immediate medical attention.

### **Protocol for the Administration of Paracetamol**

**Paracetamol must only be dispensed by a qualified First Aider and the following procedure must be adhered to:**

- Paracetamol can be administered to children of any age, dose must be suitable for their age and weight.
- Establish the name and age of the student
- Establish consent has been obtained from the parent or guardian of those students under the age of 18, and that the student is willing to take medication
- Establish that paracetamol or a product containing paracetamol has not been taken within the last 4-6 hours
- If paracetamol is administered at any time during the school day parents will be informed of the time of administration and dosage by telephone or text.
- The school will keep records of the administration of paracetamol as for prescribed medication.
- Students must not bring paracetamol (or other types of painkillers) to school for self-administration.
- Only 4 doses permitted in 24 hours.
- Establish if the patient is taking any other medication. (See contra indications)
- Take with water.
- Record the name, reason for medication, date and dosage in the daily medical log.
- Provide information relating to the time a repeat dose can be administered.

**If a Student requires paracetamol between the start of school (7.30am) and 11.30am parent/carer consent must be obtained by telephone. If the parents cannot be contacted paracetamol cannot be administered. Conversation with parent/carer should be recorded in the daily medical log.**

**The school may administer paracetamol on the day between 11.30am and 4pm where prior written consent has been given.**

**During Session 3 parent/carer consent must be contacted by telephone. If the parent/carer cannot be contacted paracetamol cannot be administered.**

