

# Paracetamol / Calpol Administration Procedure

## Millbrook Primary School

### Purpose

This procedure sets out the guidelines for the safe administration of paracetamol (including products such as Calpol) to pupils during school hours, ensuring the health, safety, and wellbeing of all children in our care.

### 1. General Principles

Paracetamol (e.g. Calpol) **will not be** routinely administered in school.

It may be given **only when essential**, when **written parental consent** or where witnessed verbal consent has been obtained.

The school must be satisfied that there is a genuine medical need and that the pupil is well enough to be in school.

### 2. Consent

A completed Parental Consent Form for Medication must be filed before any paracetamol is administered.

The form must include:

- The reason for the medication
- Dosage
- Time of last dose
- Any allergies or relevant medical history

### 3. Administration

Only designated, trained staff will administer paracetamol.

Named staff: **Rachelle Breakspear (First Aid Lead), Hailey Burgess (Deputy First Aid), Claire Heggie (Nursery Lead), Amy-Violet (2 Year Old Lead) & Lauryn Spicer (Senior Early Years Practitioner).**

- A list of named staff will also be kept in the School Office

Dosages will be in line with the instructions on the packaging or those provided by a healthcare professional.

A named member of staff will administer the paracetamol, whilst another member will witness this. Both members of staff need to sign the Administration record sheet.

Only one dose will be administered during the day and if, after 60 minutes of administering paracetamol, the child shows no improvement, parents/carers will be requested to collect the child.

Staff will check:

- The child's age
- The time and dose of any previous administration
- That there are no contraindications or allergies

A written record of administration will be kept, including:

- Date and time
- Dosage
- Name of staff member administering and name of witness staff.
- Signature of both staff.

**Administration Record to be kept in Main school office.**

#### **4. Storage**

Calpol or other paracetamol-based medication must be:

- Provided by parents in the original packaging
- Clearly labelled with the child's name and dosage instructions
- Stored securely in the school office or a locked medicine cabinet

#### **5. Emergency Situations**

If a child develops a high temperature or appears unwell during the school day, parents will be contacted.

Paracetamol may only be administered with verbal consent from the parent/carer if written consent is already on file.

In the absence of prior written consent, medication will not be given until the parent arrives or provides written permission (e.g. via email).

## 6. Exclusions

Paracetamol will not be administered:

- As a precaution 'just in case'
- On consecutive days **unless specifically advised by a doctor**
- If the child appears too unwell to remain in school

## 7. Review

This procedure will be reviewed annually or in response to updated guidance from the DfE, NHS, or local authority.