



Temple Learning Academy

Administering Paracetamol Policy

	Position/ Committee	Date
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Approved By	LGB	
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Administering paracetamol in the school setting

It is recommended that the school keeps its own stock of paracetamol tablets. This reduces the risk of students carrying medicines and avoids confusion over what may and may not be administered.

It is not recommended that children carry paracetamol.

Paracetamol must be stored securely as all the medicines are stored and should not be kept in first-aid boxes.

Only one member of staff, at any one time, should be responsible for keeping medicines, to avoid the risk of giving a double dose.

They must be relieved from other duties whilst preparing or giving the medicine, to reduce the likelihood of error.

When a child is given medicine, a written record of it must be kept.

The record must include:

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

The member of staff responsible for giving medicines must be wary of routinely giving paracetamol to children. If a child complains as soon as they arrive at school and asks for painkillers, it is not advisable to give paracetamol straightaway. Staff should always consider whether the child may have been given a dose of paracetamol before coming to school, a call to the child's parent/ guardian will be made to confirm this. Many non-prescription remedies contain paracetamol; it is recommended that if a child has had any pain or cold relief medication during the 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 24 hours. Always ask the child what other medication they take and what has been taken recently before doing anything.

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 and have a drink or 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. Staff must have written and verbal consent from the parent/carer and instructions on frequency and dosage of medication to administer.
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 responsible for giving medicines must witness the child taking the paracetamol and make a record of it. School must write in the student planner on the day, stating the time and the amount of the dose.
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.

The school should ensure that the parent/ guardian have first authorised the administering of medication within school, in writing. A call will then also be made to the parent/ guardian to confirm no other medication has been taken within 4 hours prior. The name of the child, the date, time, dose and reason should be recorded in a log. Any frequently recurring need must be reported directly to parents/ guardian.

Note: Paracetamol must be kept in a secure place and not in first-aid boxes.

It must not be given:

- Following head injury
- Where a child is already on some of the medication
- Where a child has taken paracetamol containing medicine within four hours.

Aspirin or preparations containing aspirin must never be given. Aspirin should NOT be given to children under 16 years old as its use is associated with Reye's Syndrome (a severe neurological disorder).

Dosage: please follow manufacturer's guidance on the bottle or packet of paracetamol.

- Child 10 to 12 years - 480 to 500 MG every 4 to 6 hours - maximum four doses in 24 hours
- Child 12 to 16 years - 482 to 750 MG every 4 to 6 hours - maximum four doses in 24 hours
- Child 16 to 18 years - 500 MG to 1G every 4 to 6 hours - maximum four doses in 24 hours

After giving the child paracetamol: Send the child back to class with a note informing the teacher.

An email will then be sent to the child's Parent/ guardian; to inform them they have received medication within school and to confirm the time given and dosage. If the child does not improve or gets worse, call parents to collect the child.

Paracetamol Administration Checklist:

Child Name						
Date of birth						
What are the child's symptoms?						
Does the child have any known illness or medical conditions? If yes, please state what this is						
Is the child allergic to anything? If yes, please state						
Has the child had any other medication today. If yes, please state						
Other options advised	Fresh Air	Drink	Something to eat	Take a walk	Sit in the shade	Lie Down
Tick if appropriate						

Is this a frequently reoccurring need? (More than 3 times in a term) If so, contact Parent/ guardian to advise.

Please tick options below as appropriate		
Written parent/ guardian consent	Yes	No
Verbal Consent from parent/ guardian today	Yes	No
Email sent to parent/ guardian to inform	Yes	No
Administration recorded in log	Yes	No
Child Improved	Same	Worse
Child sent back to class	Yes	No
Child sent home	Yes	No
Staff Name:		Date:

Staff Signature: