



Paracetamol Policy

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OUR VISION

Our vision is to provide pupils with the confidence, skills and ambition to achieve a successful and productive life. We aim to ensure they leave the school with a 'new day, new opportunity' ethos and are capable of becoming positive members of their communities. To do this, we have 3 principles that underpin our policies, practices and everything we do:

Everyone can learn, achieve and has the potential to be successful

Positive relationships are key to success and are underpinned by mutual trust, respect and caring for one another

We have high expectations in everything we do

Policy owner	White Trees School	Last review	November 2025
Date Created	November 2025	Next review	November 2026

Introduction

White Trees Independent School keeps its own stock of paracetamol tablets to reduce the risk of pupils carrying their own medication, to avoid confusion about what may and may not be administered, and to ensure the safe and appropriate use of paracetamol within the school setting. On occasion, the use of paracetamol can help prevent the need to send a pupil home unnecessarily. Pupils must not bring paracetamol or any other medication into school to self-administer

Storage and Access

Paracetamol is stored securely in a locked cupboard and will never be kept in first aid boxes or general medical kits.

Parents and carers will be required to sign a written consent form confirming that their child may be given paracetamol by school staff.

Reasonable efforts will be made to obtain verbal or additional written consent on any occasion when paracetamol is to be administered.

Administration

Paracetamol may only be administered by first-aid trained staff.

Staff administering medication should not be engaged in other duties at the same time to reduce the risk of error.

A written record must be completed every time paracetamol is given. This record must include:

- Name of the medicine
- Dose given (e.g. number of tablets)
- Name of the pupil
- Time and method of consent (written/verbal)
- Time and date administered
- Name and signature of the staff member giving the medicine

The above information will be stored on Sims under the individual profile.

There will always be two staff members administering the medication.

Parents/carers will be informed in writing (by email) whenever paracetamol is administered. The message will include the dosage and time given to ensure a clear handover of care between school and home.

Guidance for Use

While paracetamol is a safe and effective pain reliever, it must be administered with care and consideration:

- Paracetamol must not be given to a pupil who has a fever or high temperature, in line with infection control measures.
- If a pupil arrives at school complaining of pain, staff should first check whether they may have taken paracetamol or other medication before school.
- Paracetamol or any medication containing paracetamol should not be given if the pupil has taken another dose within the past four hours.
- Staff must confirm this with the parent/carer before administering, either by written or verbal consent.

If there is any doubt, the school will seek medical advice before dispensing the medication.

To ensure safe and limited use, paracetamol will only be provided up to four times per term for any individual pupil.

If a pupil requires paracetamol more frequently, parents will be advised to seek medical advice or provide written confirmation/ a prescription from a medical practitioner.

Before Administering Paracetamol

1. Encourage the student to rest, have a drink, or some fresh air before considering medication.
2. Confirm that written parental consent is held on file.
3. Confirm the last dose with parents/carers that the pupil has taken
4. Only standard paracetamol tablets (250mg or 500mg) may be administered - combination medications must not be given.

Administering School Paracetamol

1. The trained first aider must check that parental authorisation is in place.
2. Pupils may only receive one dose every four hours. If pain persists, parents/carers must be contacted.
3. The staff member administering the medication must witness the pupil taking it and record it immediately. (Two staff members will be required to witness this)
4. Parents/carers will be informed in writing (email) of the date, time, and dosage.
5. The student should be reminded that paracetamol should only be taken when necessary and that overdosing can occur if taken with other remedies.
6. All details must be logged, including the name, date, time, dose, and reason for administration, This will then be stored on Sims.

Storage and Restrictions

Paracetamol must be stored securely and never kept in general first-aid boxes. It must not be given:

- Following a head injury

- If the student is taking another paracetamol-containing medicine
- If the pupil has taken paracetamol in the last four hours
- If the pupil has a fever or high temperature

Aspirin or medicines containing aspirin must never be given to children under 16, due to the risk of Reye's Syndrome.

Dosage Guidelines

White Trees Independent School will always follow manufacturer and NHS guidance. Only 250mg or 500mg caplets will be used.

Recommended dosage:

- Ages 11–12: One 250mg caplet every 4–6 hours (max 4 doses in 24 hours)
- Ages 12–15: One 500mg caplet every 4–6 hours (max 4 doses in 24 hours)
- Ages 16–18: One or two 500mg caplets every 4–6 hours (max 8 caplets in 24 hours)

After Administration

- Ensure the administration has been recorded in the log and a notification sent to parents/carers.
- The pupils should return to class once comfortable.
- The incident should also be logged on the school care plan system to ensure consistency of care and awareness among staff.

Parent/Carer Consent Form

Parents/carers will be required to sign a declaration confirming that:

- They consent to White Trees Independent School administering paracetamol when required.
- They understand consent will be re-confirmed each time paracetamol is provided.
- They will inform the school if their child has taken any medication prior to attending school.
- They are aware that the school will only administer paracetamol up to four times per term unless medical evidence states otherwise.

Checklist to support staff in Paracetamol Administration

Is the pupil allergic to anything? If yes, what?						
Is the pupil showing signs of a fever? If yes, please ring home.						
Has the pupil had any medicines today? If yes, what? (Please note the dosage provided by the parent.)						
Other options advised	Fresh air	Something to drink	Something to eat	Take a walk	Sit in the medical room	other

<i>Tick if appropriate</i>						
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Is this a frequently recurring need? (More than 4 times in a term). If so, contact parents/carers?

<i>Please tick options below as appropriate</i>		
Written consent from parent	YES	NO
Verbal consent from parent today	YES	NO
Note sent via Parent Email informing parents that paracetamol has been provided, including the dosage.	YES	NO
Administration recorded in log?	YES	NO
Pupil improved?	SAM E	WOR SE
Pupil sent back to class	YES	NO
Pupil sent home	YES	NO
Staff name (print)	Date	
Staff signature		

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Head Teacher Sig/Date	



