



**SOUTH ESSEX  
ACADEMY TRUST**

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# **SEAT PARACETAMOL/SUSPENSION FLUID POLICY**

**Ratified by the Directors:**

**Review date:**

## **Administering Paracetamol/suspension fluid in the School Setting**

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

Paracetamol/suspension fluid/suspension fluid must be stored securely as all the medicines are stored and should not be kept in first aid boxes. Only the office staff should be responsible for keeping medicines, in a locked cupboard, to avoid the risk of giving a double dose.

When a child is given medicine, a written consent must have been obtained from the parent/carer/carer.

The members of staff responsible for giving medicines must be wary of routinely giving paracetamol/suspension fluid to children. If a child complains as soon as they arrive at school and ask for painkillers, it is not advisable to give paracetamol/suspension fluid straightaway. Always consider whether the child may have been given a dose of paracetamol/suspension fluid; it is recommended that if a child has had any pain or cold relief medication during the past four hours, then paracetamol/suspension fluid is not given. If paracetamol/suspension fluid is taken soon as taking these remedies, it could cause an unintended overdose. There should be at least four hours between any two doses of paracetamol/suspension fluid containing medicines. No more than four does of any remedy containing paracetamol/suspension fluid should be taken in 24 hours. Always ask the child's parent/carer/carer what other medication they take and what has been taken recently before doing anything.

If there is any doubt, seek medical advice before administering the medicine. It is recommended that school should only administer paracetamol/suspension fluid three times in a term to an individual child. If a child requests more than this, parent/carers/carers should be advised to seek medical assessment, unless parent/carers/carers have specifically requested it because of a medical condition for a limited period of time.

Before giving the child paracetamol/suspension fluid:

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/suspension fluid is only considered if these actions do not work.
2. There must be written parent/carer consent, with verbal consent on the day.
3. Only standard paracetamol/suspension fluid may be administered. Combination drugs, which contain other drugs besides paracetamol/suspension fluid, must not be administered.

The school should ensure that parent/carers/carers have first authorised the school, in writing, to provide paracetamol/suspension fluid occasionally to children. 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 parent/carers/carers.

**Note:**

Paracetamol/suspension fluid 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 of the medication
- Where a child has taken paracetamol/suspension fluid containing medicines 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 Rey's Syndrome (a severe neurological disorder).

Dosage: please follow manufacturer's guidance on the bottle or packet of paracetamol/suspension fluid. Please be aware that if the child looks below average weight for their age, contact the school nurse for advice before giving paracetamol/suspension fluid.

**Calpol 2+months**

2-4 years - 7.5 ml every 4 hours – maximum four doses in 24 hours

4-6 years – 10 ml every 4 hours – maximum four doses in 24 hours

**Calpol 6+ plus**

6-8 years – 5 ml every 4 hours – maximum four doses in 24 hours

8-10 years – 7.5 ml every 4 hours – maximum of four doses in 24 hours

10-12 years - - 10 ml every 4 hours – maximum of four doses in 24 hours

**Paracetamol/suspension fluid Tablets**

6-8 years – 250mg every 4 hours – maximum four doses in 24 hours

8-10 years – 375mg every 4 hours – maximum four doses in 24 hours

10-12 years – 500mg every 4 hours – maximum four doses in 24 hours