

Executive Headteacher Mr D Gurney BA (Hons) / NPQH / NLE
Head of School Mrs V Smith BA (Hons) / PGCE

September 2021

Dear Parent/Carer,

ADMINISTRATION OF PARACETAMOL

As a rule, non-prescribed medication should not be issued. However, at the discretion of the Head of School, paracetamol can be issued to relieve pain, provided the practice is strictly controlled. Paracetamol can be administered for minor ailments such as headache, toothache or period pains by the First Aider. This will allow the student to be able to continue comfortably and with as little disruption to their day as is possible.

Paracetamol would only be given by the First Aider once a clear assessment has been undertaken and it is deemed appropriate to administer the paracetamol. The First Aider will assess that the correct dose is administered in accordance with the law, for example, the age of the student and severity of pain. Consent will be obtained from parent/carer before administering.

A slip advising I have administered paracetamol with your child's name, dose and time on will be given to your child to bring home. The First Aider will telephone and advise they have administered paracetamol.

If students make repeated requests for Paracetamol, parents/carers will be informed and the academy may withdraw the availability of Paracetamol, or ask you to provide individual medication which will be kept in the first aid room. If the treatment is going to be continuous and medication is needed for more than two consecutive days, you will need to complete an additional form and the medication must have an appropriate pharmaceutical label on giving clear instructions of dosage.

If at any time there is a change of circumstance, or if you have any queries or concerns please contact the First Aider on 0113 487 2837.

Yours sincerely



Mrs V Smith
Head of School