

Registered Office Address:

Penair School
St Clement
Truro
Cornwall
TR1 1TN

Dear Parent / Carer

11th December 2023

Re: Administering paracetamol in school

Of late the school has seen a large increase in the number of students requesting paracetamol throughout the school day. We feel it is appropriate to communicate with parents and students regarding school procedures around administering paracetamol.

Where a student has been instructed by their doctor to take a course of paracetamol and this is accompanied by a medication permission form from a parent, the school will administer paracetamol in accordance with the doctor's instructions. Paracetamol must be handed into reception to be administered and students must not self-administer paracetamol.

When a student requests paracetamol because they feel unwell, they will be encouraged to first get some fresh air, have a drink or something to eat. If symptoms persist, a member of staff will ring home to gain consent before administering paracetamol and a record of the paracetamol given will be logged.

As a staff member will not know whether paracetamol has been administered before the student has come to school, **no paracetamol will be administered before 11:00am**. Paracetamol will also not be administered if the student is taking other pain or cold relief medications that contain paracetamol. A staff member will ask this question when the phone call home is made.

The school will only administer paracetamol to an individual student **three times in one term**. If the student requests more than this, the parent will be advised to seek a medical assessment.

This information will be shared with students through year group assemblies in the New Year. A copy of 'Administering paracetamol in the school setting' has been enclosed for your information.

Your faithfully

Mrs Gill Hakin
School Business Manager