

**Woodbridge School**  
**HOMELY REMEDY PROTOCOL – PARACETAMOL (Acetaminophen)**

**1 Policy Statement**

For administration of Paracetamol to pupils/staff at Woodbridge School by Day/Boarding and Relief Matrons.

**2 Procedure**

2.1 Clinical condition or situation

Definition of clinical situation	Management of mild-moderate pain or pyrexia as assessed by designated Matrons using clinical judgement, for pupils/staff at Woodbridge School (WS). To include headache, toothache, period pains, musculo-skeletal pain, arthralgia or other condition warranting simple analgesia
Pupils/staff included	<ul style="list-style-type: none"> <li>• Mild to moderate pain</li> <li>• Pyrexia above 37.5C</li> </ul>
Pupils/staff excluded	<ul style="list-style-type: none"> <li>• Paracetamol administered within last 4 hours.</li> <li>• Pupils who have had 4 or more doses of Paracetamol containing products within previous 24 hours.</li> <li>• Current hepatic impairment.</li> <li>• Current renal impairment.</li> <li>• Alcohol dependence.</li> <li>• Recent overdose (within last week) of substances containing Paracetamol.</li> <li>• On existing analgesic regime except if:             <ul style="list-style-type: none"> <li>a) aspirin given prophylactically.</li> <li>b) for pyrexia where patient not already taking Paracetamol.</li> </ul> </li> </ul>
Action for pupils excluded	8.30 am - 5.00 pm - Contact parents/guardians, School Doctor, own GP.
Action if pupil declines	As for pupil excluded, if appropriate.

2.2 Staff competencies

Authorised staff	<ul style="list-style-type: none"> <li>• Registered Nurse – Level 1</li> <li>• Designated WS Matron – Day School, Boarding or Relief</li> </ul>
Additional requirements	<ul style="list-style-type: none"> <li>• Satisfactory completion of Homely Remedy Protocol Questionnaire.</li> </ul>

	<ul style="list-style-type: none"> <li>• Competence assessed by Registered Nurse/School Doctor.</li> <li>• To be aware of medicines available that contain Paracetamol.</li> </ul>
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### 2.3 Description of treatment

Medicines to be administered	<p><b>Name:</b> Paracetamol 500mg tablet, 500mg soluble tablet</p> <p><b>Legal status:</b> Tablets</p> <p><b>Storage:</b> Locked medicine cabinet</p>
Specific administration	<p><b>Single dose</b> of 500mgs (1 tablet) for children under 12 years or older children/adults under 39kg Adults or children over 12yrs/39kg give 1000 mg (2 tablets)</p> <p><b>Route of administration:</b> Oral – soluble or tablet</p> <p><b>Frequency:</b> Every 4 – 6 hours</p> <p><b>Maximum single dose:</b> 1000mg (500mg if under 12yrs/39kg)</p> <p><b>Maximum dose in 24 hours:</b> 4 doses, up to maximum of 4g in 24 hrs (or max of 2g in 24 hrs if under 12yrs/39kg)</p>
Follow up treatment	<p>Monitor and review child.</p> <p>If symptoms persist inform parents/guardians.</p> <p>Verbal consent from parents/guardians must be obtained before a second dose can be given 4-6 hours later (except Boarding Matron).</p> <p>Medical advice should be sought from School Doctor if symptoms persist or deteriorate and parents/guardians informed.</p>
Pupil/staff advice	<p>Inform pupil/staff of medication being administered under Homely Remedy Policy.</p> <p><b>Under 16s:</b> Give letter to take home to parents/guardians advising of dose/date/time of Paracetamol.</p> <p><b>Over 16s:</b> Advise when next dose can be taken and remind that only 4 doses can be taken in a 24-hour period. If not competent then send letter home.</p>
Consent	<p>Paracetamol will only be administered to pupils in the presence of a written and signed consent form from parents or guardians permitting the administration of Paracetamol to their child.</p>
Record keeping	<p>Record in Matron's day log/ staff log.</p>

	Update pupil's medical record. Complete & issue letter to under16s.
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## 2.4 Quick checklists

### **Pre-administration**

Check identity and age of the pupil.

Check condition appropriate to be treated with Paracetamol.

Check consent form dated & signed by parent or guardian.

Check for medical conditions and allergies (no liver or kidney disease).

Check how much Paracetamol has been taken in the last 24 hours. Clarify with parent or guardian if in any doubt.

Check if the pupil is taking any other medication, and confirm that it is compatible with Paracetamol and does not contain Paracetamol.

Before dispensing check drug name, dose and expiry date.

### **Post administration**

Record details in Day Matron's log, sign and date. Update pupil's medical record.

Under 16s - letter issued for pupil to take home to parent/legal guardian advising of dose/date/time of Paracetamol.

Over 16s – advise when next dose can be taken and remind only 4 doses can be taken in any 24 hour period. If not competent then letter to be sent home.

### **Follow-up dose (all age groups)**

May be required 4 – 6 hours later if symptoms persist.

Contact parent/guardian by phone. If this is unsuccessful and second dose needed contact Senior School Matron or School Doctor.

## 2.5 Drug Errors

Action	<b>Drug error:</b> contact School Doctor/A&E for advice <b>Overdose:</b> (150mg/kg bodyweight or 12g whichever is smaller) remove to A&E Department urgently <b>Inform Parents/Guardians/Headmaster &amp; record in Day log/file.</b>
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Author(s):	PK Wilson/CLT
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References	Medical Officer of Schools Association (2007) British National Formulary (September 2007)

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