

HOMELY REMEDY PROTOCOL – PARACETAMOL (Acetaminophen)
Protocol for administration of Paracetamol to pupils/staff at Woodbridge School
by Day/Boarding and Relief Matrons

(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"> • Mild to moderate pain • Pyrexia above 37.5C
Pupils/staff excluded	<ul style="list-style-type: none"> • Paracetamol administered within last 4 hours • Pupils who have had 4 or more doses of paracetamol containing products within previous 24 hours • Current hepatic impairment • Current renal impairment • Alcohol dependence • Recent overdose (within last week) of substances containing paracetamol • On existing analgesic regime except if <ul style="list-style-type: none"> a) aspirin given prophylactically b) for pyrexia where patient not already taking paracetamol
Action for pupils excluded	8.30 – 5.00 - Contact parents/legal guardians (LG), School Doctor, own GP
Action if pupil declines	As for pupil excluded if appropriate

(2) Staff competencies

Authorised staff	<ul style="list-style-type: none"> • Registered Nurse – Level 1 • Designated WS Matron – Day School, Boarding or Relief
Additional Requirements	<ul style="list-style-type: none"> • Satisfactory completion of Homely Remedy Protocol Questionnaire • Competence assessed by Registered Nurse/ School Doctor • To be aware of medicines available that contain paracetamol

(3) Description of Treatment

Medicines to be administered	<p>Name: Paracetamol 500mg tablet, 500mg soluble tablet</p> <p>Legal status: Tablets</p> <p>Storage: Locked medicine cabinet</p>
Specific administration	<p>Single dose of 500mgs (1 tablet) for children under 12 years or older children/adults under 39kg</p> <p>Children over 12yrs/39kg give 1000 mg (2 tablets)</p> <p>Route of administration: Oral – soluble or tablet</p> <p>Frequency: Every 4 – 6 hours</p> <p>Maximum single dose: 1000mg (500mg if under 12yrs/39kg)</p> <p>Maximum dose in 24 hours: 4 doses, up to maximum of 4g in 24 hrs (or max of 2g in 24 hrs if under 12yrs/39kg)</p>

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Follow up treatment	Monitor and review child If symptoms persist inform parents Verbal consent Parental/LG must be obtained before a second dose can be given 4 – 6 hours later (except Boarding Matron) Medical advice should be sought from School Doctor if symptoms persist or deteriorate and parents/LG informed
Pupil/staff advice	Inform pupil/staff of medication being administered under homely remedy policy. Under 16's: Give letter to take home to parents/LG advising of dose/date/time of paracetamol Over 16's: 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
Consent	Paracetamol will only be administered to pupils in the presence of a written and signed consent form from parents or legal guardians permitting the administration of paracetamol to their child.
Record keeping	Record in Matron's Day Log/ Staff Log Update pupils medical record Complete & issue letter to under16's

(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 legal 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 16's - Letter issued for pupil take home to parent/legal guardian advising of dose/date/time of paracetamol.
- Over 16's – 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

(5) Drug Errors

Action	Drug error: Contact School Doctor/A&E for advice. Overdose: (150mg/kg bodyweight or 12g whichever is smaller) Remove to A&E Department urgently *Inform Parents/LG/Headmaster & record in Day Log/ file*
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References	Medical Officer of Schools Association (2007) British National Formulary (September 2007)