

Hart Primary School



Calpol Policy

'To give all the opportunity to be the best that they can be and have fullness of life.'

Prepared by: Headteacher

Approved: NLLT Board and Local Governing Body

Signature Chair Local Governing Body:

Date of Renewal: Spring 2027

Pastoral Care/Spiritual Development

The quality of relationships between all members of school, staff and pupils, and the relationship with parents/carers is integral to the ethos of the school.

We have a series of overlapping networks of relationships, which includes governors, staff, children, parents/carers and members of the community which the school seeks to serve. Our pastoral work will strive to create and maintain such. Those who are school staff and in particular those in leadership roles, which include all who have a particular responsibility, ensure that by their personal example they set the highest standards expected.

Pastoral care pervades all aspects of school life and therefore will be reflected in the way the school is organised and the way policies are written and implemented.

Our Shared Values

We respect and care for all members of the community, nurturing talents and creating opportunities for all in a supportive environment. We believe that it is through the nurturing of the children, they will become equipped to develop the beginnings of their own values and our vision:

'to give all the opportunity to be the best that they can be and have fullness of life'

We share a common set of values that underpin all that we do in our work at Hart Primary School. These values are:

- Friendship and Trust
- Compassion
- Always Our Best
- Thankfulness

People involved in policy formation:

- Headteacher
- NLLT Board
- Staff
- Pupils
- Local Governing Body

Policy Statement

Hart Primary School is committed to promoting the health, safety and wellbeing of all pupils. This policy sets out the procedures for the safe administration of Calpol (paracetamol) during the school day, helping children remain in school when they are not unwell enough to be at home. This approach also supports parents by reducing the need for them to take time out of their day to come into school or leave work to administer a dose. Calpol will only be administered when necessary and always in accordance with parental consent and appropriate medical guidance.

Aims of the Policy

- To minimise disruption to children's learning while ensuring their comfort and wellbeing.
- To support parents in their care of children who are well enough to remain in school with the help of Calpol.
- To ensure Calpol is administered safely and responsibly.
- To safeguard children by ensuring medication is only given with appropriate permissions.
- To promote consistency and clarity for staff, parents and carers.

Legislation/Statutory Guidance

[Children and Families Act 2014](#)

[EYFS statutory framework](#)

[Health & Safety at Work etc. Act 1974](#)

[Supporting pupils at school with medical conditions](#)

Conditions for Administering Calpol

General Principles

Calpol may only be administered:

- At the onset of mild-moderate pain or fever impacting comfort/engagement (e.g., headache, toothache, period pain), after basic comfort measures (drink, rest, food) are attempted.
- When First Aid/Medically trained staff judge that administration is appropriate and in the child's best interest with medication only being administered by staff who are trained in administering medication.

Calpol will not be administered when:

- A child has a head injury.
- There is severe illness or red-flag symptoms (e.g., rash, vomiting, lethargy, concerning infection).

A child must be collected from school if:

- Temperature is 38°C or above, even if Calpol is given.
- Symptoms include vomiting, rash, lethargy, or any concerns of infection.
- Staff judge that continued attendance is not in the child's best interest.

Calpol will not be used to keep a child in school who is unwell enough to go home.

Parental Consent

Calpol can only be given when:

- Written parental consent has been provided and recorded on Arbor. (See Appendix 1 for Parental Consent Form)

AND

- When verbal consent is obtained by telephone on the day of administration.

No Calpol will be administered without parental/carer authorisation.

Purchase and Storage of Calpol

- School will purchase its own supply of Calpol. We will only use branded Calpol to ensure consistency in dosing and administration, minimising any variations that may occur with non-branded paracetamol products.
- Calpol will be stored securely in the school's locked medicine cabinet, remaining in its original packaging and being clearly labelled 'School Supply'.
- Expiry dates will be checked and recorded on a half-termly basis and this task will be assigned to our medically trained member of staff on Every. Out-of-date Calpol will be disposed of safely and will not be used.

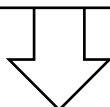
Staff Training

- Staff involved in medication administration will receive training on safe handling, recording and dosing of Calpol.
- Only designated medically trained staff may administer Calpol.
- The training staff complete is The National College Certificate in Administering Medication.

Administration Procedures

Before Administration

- Assess for any other symptoms (Head injury, vomiting, rash, lethargy, or any concerns of infection) that may require child to be collected from school.
- Check on Arbor for Parental Permission to administer Calpol.
- Take the child's temperature and record on Calpol Administration Log (See Appendix 2). If temperature is 38°C or above, then the child should be collected from school.
- Telephone the child's contact to attain verbal permission and record this on Calpol Administration Log (See Appendix 2).
- Confirm that the child has not already received paracetamol in the past 4-6 hours and record this on Calpol Administration Log (See Appendix 2).

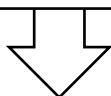


Administration

- The medically trained staff member should check the age of the child and prepare to administer the dose in line with the guidance on the Calpol packaging as follows:

Child's Age	Calpol	Dose
2-4 Years	Infant (Purple Box)	7.5ml
4-6 Years	Infant (Purple Box)	10ml
6-8 Years	SixPlus (Red Box)	5ml
8-10 Years	SixPlus (Red Box)	7.5ml

- Double-check the measurement at eye level before administering.
- Administer the medicine slowly into the child's cheek area to avoid choking and ensure safe swallowing.
- Staff should always use the manufacturer-provided oral syringe supplied with the branded Calpol bottle. The syringe must be cleaned with warm soapy water and dried with a paper towel each time it is inserted into the child's mouth – this prevents cross-contamination.
- Following administration, Calpol Administration Log (See Appendix 2) should be completed.



Post-Administration

- After giving Calpol, the administering member of staff should check in with the child within 20–30 minutes to ensure they are comfortable, have no signs of an adverse reaction and have no worsening of symptoms.
- Staff should check for continued or increasing pain or fever, new symptoms (rash, vomiting, dizziness, drowsiness beyond what would be expected) and any rare signs of allergic reaction such as itching, swelling, or difficulty breathing.
- At this point, the staff member should decide whether the child is well enough to remain in school. If not, then a parent should be called requesting for the child to be collected from school.
- The Calpol Administration Log (See Appendix 2) should be completed with details of this check and whether the child stayed in school or not.
- Once completed, the Calpol Administration Log should be photocopied and sent home for parent's records. Paper copies of completed forms should be filed in the Administration of Calpol folder in the school office.

Appendix 1



Hart Community Primary School Administration of Calpol Parental Consent Form

Name of Child: _____

Date of Birth: _____

Please tick each statement to confirm that you consent:

I consent

- I consent to school administering branded Calpol to the above-named child. ☐
- I have read and understand the school's Administration of Calpol Policy. ☐
- I understand that the school will only administer 1 dose per day. ☐
- I understand that school can only administer when a child has not been administered another dose of Calpol in the 4 hours prior. ☐
- I confirm my child has taken paracetamol previously without adverse effect. ☐
- I will inform the school if my child's reaction to Calpol changes. ☐
- I understand the school will contact me on any day a dose is considered to confirm last dose time and will inform me on the same day if paracetamol is given. ☐

Please outline any allergies, medical conditions or regular medicines that your child has:

Please name the adults who are permitted to give on-the-day consent to administer Calpol (please note that these adults should be aware of the last time the child was administered Calpol)

Parent Name: _____

Parent Signature: _____

Date: _____

Appendix 2



Hart Community Primary School Administration of Calpol Calpol Administration Log

Name of Child:			
Date:		Does the child have permission for the Administration of Calpol on Arbor?	
Symptoms:			
Temperature:		Time Recorded:	
If temperature is 38°C or above, then the child should be collected from school.			
Has the child's parent been contacted to give verbal permission to administer?			
Parent Name:		Time Contacted:	
Was permission given?		Time of last dose confirmed by parent.	
Current Age of Child		Medicine Given:	Calpol Infant ☐ Calpol SixPlus ☐
Dose Administered by School:		Time School Administered Dose:	
Post Administration Check-In Time: (This should happen 20-30 minutes after administration)			
Post Administration Check-In Notes: Check for continued or increasing pain or fever, new symptoms (rash, vomiting, dizziness, drowsiness beyond what would be expected) and any rare signs of allergic reaction such as itching, swelling, or difficulty breathing.			
Is the child well enough to remain in school?	Yes ☐	No ☐	
If no, then the child should be collected from school.			
Has this form been photocopied to send home?	Yes ☐	No ☐	
Name of Medically Trained Member of Staff Administering Calpol:			
Signed:			