

Emergency Administration of Paracetamol (Calpol)

Policy

Policy Statement

At Porteath Pre-school, the health, safety and wellbeing of every child is our highest priority. **Children who are unwell should not attend the setting.** Parents and carers are expected to keep children at home if they are unwell, have a raised temperature, or require medication to manage an illness.

There may, however, be occasions when a child who was well on arrival develops a high temperature or becomes unwell during their session. In these circumstances, the setting may administer a single age-appropriate dose of liquid paracetamol (Calpol) in accordance with this policy and only where prior written parental consent has been obtained.

This policy form complies with the requirements of the Early Years Foundation Stage (EYFS) regarding the administration of medicines.

Purpose

The purpose of this policy is to:

- Ensure children who become unexpectedly unwell whilst attending the setting receive appropriate short-term care.
- Support the child's comfort whilst awaiting collection.
- Reduce the risk of a child's condition deteriorating while parents or emergency contacts are travelling to the setting.
- Ensure medicine is administered safely, consistently and with parental consent.

When Calpol May Be Administered

The setting will only administer Calpol if **all** of the following conditions apply:

- The child became unwell **whilst attending the setting**.
- The child has a temperature of **38°C or above**, measured using the setting's in ear thermometer.
- Parents/carers have provided **written consent in advance** for emergency administration of Calpol.
- The child has not already received paracetamol before their session (all parents will be asked to sign our emergency Administration of Paracetamol (Calpol) where they will sign to confirm that their child/children will not attend pre-school if they have been given pain relief such as Calpol before their child's session).
- The child has no known allergy, medical condition or reason why paracetamol should not be given.

In addition, one of the following circumstances must apply:

1. The setting has made reasonable attempts to contact a parent/carer or emergency contact but has been unable to make contact promptly; or
2. A parent/carer has been contacted but advises they are unable to collect their child within approximately **10 minutes**, and the child remains distressed or uncomfortable due to their fever.

Calpol will be administered **only to provide short-term relief whilst the child is awaiting collection**. **It is not intended to enable a child to remain in the setting for the rest of the session.**

When Calpol Will Not Be Given

Calpol will **not** be administered:

- To enable a child to remain at pre school when they are unwell.
- If the child arrived at the setting already unwell or with a known temperature.
- Without prior written parental consent (except where emergency medical professionals direct otherwise).
- If there is any doubt whether the child has already received paracetamol (if the child told us they had already had some that day).
- If the child has a known allergy or medical contraindication to paracetamol.
- If the child refuses to take the medicine.
- If the recommended age restrictions or manufacturer's guidance do not permit its use.

Children who are unwell should remain at home until they are well enough to participate fully in pre-school activities.

Administration Procedure

Where Calpol is administered:

- The child's temperature will be checked and recorded.
- Staff will continue attempts to contact parents/carers if contact has not already been made. Further medical advice will be sought via 111 if parents cannot be reached after 10 minutes or before if their condition deteriorates and/or their temperature goes up.
- The medicine will be administered by an appropriately trained member of staff.
- The dose will be calculated strictly in accordance with the manufacturer's instructions for the child's age (and weight where required).
- The medicine will be measured using the dosing syringe supplied with the product.
- The time, dose, expiry date and reason for administration will be recorded.
- A second member of staff will witness the administration wherever possible.
- The child will be continuously monitored until collected.

Parents/carers will be informed immediately that Calpol has been administered.

Collection of the Child

The administration of Calpol does not remove the requirement for the child to be collected.

Parents/carers are expected to collect their child as soon as possible after being contacted.

The child should not return to the setting until they are well enough to participate in normal activities and are free from symptoms that require exclusion.

Storage

The setting will keep a supply of in-date Calpol on site solely for emergency use under this policy.

The medicine will be:

- Stored securely and safely.
- Checked regularly to ensure it remains in date.
- Used only in accordance with this policy.

Record Keeping

A Medication Administration Record will be completed each time Calpol is administered, including:

- Child's name.
- Date and time.
- Temperature recorded.
- Reason for administration.
- Dose given.
- Name and signature of the administering member of staff.
- Witness signature (where available).
- Time parent contacted.
- Time child collected.

Records will be retained in accordance with the setting's record retention procedures.

Parental Consent

Parents/carers choosing to give consent will sign an Emergency Calpol Consent Form confirming that:

- They understand Calpol will only be administered if their child becomes unexpectedly unwell whilst attending the setting.
- They understand it is intended solely as an emergency comfort measure whilst awaiting collection.
- They will collect their child as soon as possible once contacted.
- They will inform the setting if their child has received paracetamol before attending.

- They will notify the setting of any allergies or medical conditions affecting the safe use of paracetamol.

Parents may withdraw this consent at any time in writing.

Review

This policy will be reviewed annually or sooner if there are changes to EYFS requirements, Department for Education guidance, or national clinical guidance regarding the administration of medicines to children.