



Procedure for Giving Stock Paracetamol/Calpol Six Plus

From 1st April 2019 we can give non-prescribed medication to a student under 16 years of age if:

- a) We are given written permission by Parent/Guardian, on each instance, this can be via email. In exceptional circumstances, ie it is impossible for the parent/guardian to email, then a telephone call would be sufficient.
- b) The parent/guardian is certain when the last dose was given, if within the last 24 hours.
- c) The student has taken paracetamol 500mg or Calpol Six Plus before.

The procedure is as follows, after it is decided by the parent/guardian, they must email studentsupport@teignschool.org.uk with written permission, the email must include:

- the child's legal name
- date of birth
- what medication is to be given and the dosage. (1 tablet 500mg, or 2 tablets 1000mg), 5ml, 10ml
- Permission is required, every time a dose is suggested.

If obtaining verbal permission, only to be used in exceptional circumstances:

- You must be certain who you are speaking to, it needs to be the parent/guardian.
- the date/time of the call should be noted
- the questions above are asked, and answers recorded.

Once permission is received, please record on Bromcom. Store the email received.

- Only the recommended dosage, according to the package, will be given to the child, regardless of parental permission.

November 2025