Mid North Education Centre

Making a difference by engaging and empowering

Local Site Policy

Parent/Carer Administration of Panadol (Paracetamol) on School Site

Purpose

To provide a clear and consistent process where a parent/carer attends the school site to administer Panadol (paracetamol) to their own child during the school day.

Scope

This policy applies to all parents/carers, students and staff at the site where a parent/carer wishes to come onto school grounds to administer Panadol to their child.

Policy Statement

As a general rule, parents/carers may attend the site to administer Panadol to their own child, provided this occurs in accordance with school procedures and does not disrupt the safe operation of the site.

School staff will not administer Panadol unless this is supported by the relevant medication authority, site procedures and departmental requirements.

Requirements

Where a parent/carer wishes to administer Panadol to their child during school hours, the following must occur:

1. **Parent/carer reports to the front office on arrival**
   The parent/carer must sign in as a visitor and advise staff of the purpose of their visit.
2. **Parent/carer administers the medication themselves**
   Panadol must only be administered by the student's parent/carer unless other approved medication arrangements are in place.
3. **Medication must be supplied by the parent/carer**
   The school will not supply Panadol for student use.
4. **Medication must be in original packaging**
   Panadol brought onto site must be in its original packaging and within the expiry date.
5. **Administration is to occur in an appropriate location**
   The school will direct the parent/carer to a suitable area for administration, such as the front office or another approved space.
6. **The school must report once medication has been administered**
   A medication trained staff member will observe the medication being administered and report the administration of panadol on the relevent documentation.

Record Keeping

A brief record must be kept by the school, including:

- student name
- date and time
- name of parent/carer administering the medication
- name of medication administered
- dose
- staff member observing

Parent/Carer Responsibility

The parent/carer is responsible for:

- deciding whether to administer Panadol to their child
- providing the medication
- ensuring the dosage is age-appropriate and given in line with the product instructions or medical advice
- informing the school of any relevant health concerns
- taking the medication with them when leaving the site, unless alternative authorised arrangements are in place

Staff Responsibility

Staff are responsible for:

- directing the parent/carer to sign in through the front office
- ensuring the visit is recorded in line with site visitor procedures
- notifying relevant staff, where appropriate
- maintaining a record that the parent/carer attended and administered medication
- monitoring the student's wellbeing and contacting the parent/carer again if the student's condition does not improve or worsens

When a Student Should Be Collected Instead

The school may request that the parent/carer collect the child and take them home if the student:

- appears unwell and is unable to participate in learning
- requires ongoing monitoring or repeated doses during the day
- has symptoms that may indicate an infectious illness
- is not well enough to remain safely at school

Limitations

This policy applies only to a parent/carer administering Panadol to their own child on site. It does not replace:

- departmental medication procedures
- individual health care or medication plans
- emergency response procedures
- requirements relating to prescribed medication administration by staff

Document type	Parent/Carer Administration of Panadol
Document version	1.0
Document status	FINAL
Publication date	10/10/2026
Review date	10/12/2027
Author	Leadership and WHS
Audience	Site Staff (Leaders, Teachers, SSO's)
Approval date	TBA
Document Location	COMMON / WHOLE SCHOOL AGREEMENTS / POLICIES & PROCEDURES / 2027