



3447 East Carson St. • Pittsburgh, PA 15203

Phone: 412-325-7305 • Fax: 412-325-7309

www.propelschools.org

Guidelines, Procedures and Standing Orders for the Administration of OTC Medications (Acetaminophen & Ibuprofen) During School Hours

Guidelines

The school physician has provided a standing order for the school nurse to administer Acetaminophen or Ibuprofen to scholars during school hours.

The administration of over-the-counter medication (Acetaminophen and Ibuprofen) to a scholar during school hours shall follow the standing orders in Appendix A

Administration of the OTC medication will be at the discretion of the school nurse and be permitted when:

- The scholar could not attend school if the medication was not given during school hours.
- The scholar reports mild pain due to non-emergent conditions such as menstrual cramps or non-complex headaches or fevers and being sent home.
- Permission to administer an OTC medication is received from the parent or guardian of the scholar. This permission can be written or electronic and must be documented by the nurse.

Procedure

Before any OTC medication may be administered to any scholar by the school nurse during school hours:

- A written or electronic communication from the parent/guardian, permitting such administration must be on file or received by the school nurse
- The school nurse will conduct a baseline assessment of the scholar's health status & medication allergies/sensitivities
- Documentation of OTC medication administration will incorporate the scholar's name, medication name and dosage, route, date, time and reason for administration.

All physician-provided standing orders (including OTC medication orders) shall be renewed at the beginning of each school year.

All parent/guardian-provided administration of medication form(s) shall not carry over between school years and must be resubmitted at the beginning of each school year.



3447 East Carson St. • Pittsburgh, PA 15203
 Phone: 412-325-7305 • Fax: 412-325-7309
 www.propelschools.org

APPENDIX A

**Propel Schools
 OTC Standing Orders for Acetaminophen & Ibuprofen**

School Year 2024-2025

Follow the dosage instructions as listed in the charts below for the as-needed administration of oral acetaminophen and ibuprofen for mild pain due to non-emergent conditions such as menstrual cramps or non-complex headaches or fevers and being sent home.

**How to give the right amount of ACETAMINOPHEN
 (also known as Tylenol) is different depending
 on which medicine you plan to give.**

Dose: Give every 4 to 6 hours as needed for fever or pain. **DO NOT GIVE MORE THAN 4 DOSES IN 24 HOURS.**
 Do **NOT** use with any other medicine containing acetaminophen.

Weight →	36 to 47 pounds (16 to 21 kilograms)	48 to 59 pounds (22 to 26 kilograms)	60 to 71 pounds (27 to 32 kilograms)	72 to 95 pounds (33 to 43 kilograms)	96 pounds or more (44 kilograms or more)
Age →	4 to 5 years	6 to 8 years	9 to 10 years	11 years	12 years or older
Infant's Acetaminophen (160 mg / 5 mL)	—	—	—	—	—
Children's Acetaminophen (160 mg / 5 mL)					
Children's Acetaminophen Chewables (160 mg)	1 ½ tablets 	2 tablets 	2 ½ tablets 	3 tablets 	4 tablets
Children's Acetaminophen Dissolvable Packets (160 mg / powder pack)	—	2 packets 	2 packets 	3 packets 	—
Adult's Acetaminophen Tablets (325 mg)	—	1 tablet 	1 tablet 	1 ½ tablets 	2 tablets
Adult's Acetaminophen Tablets (500 mg)	—	—	—	1 tablet 	1 tablet



3447 East Carson St. • Pittsburgh, PA 15203
 Phone: 412-325-7305 • Fax: 412-325-7309
 www.propelschools.org

How to give the right amount of IBUPROFEN (also known as Motrin, Advil) is different depending on which type of ibuprofen you plan to give.

Dose: Give every 6 hours if needed, for fever or pain. **DO NOT GIVE MORE THAN 4 DOSES IN 24 HOURS.** Do **NOT** use with any other medicine containing ibuprofen.



Weight	Age	Infant's Ibuprofen Drops (50 mg / 1.25 mL)	Children's Liquid Ibuprofen (100 mg / 5 mL)	Children's Ibuprofen Chewable Tablets (100 mg)	Adult's Ibuprofen Tablets (200 mg)
0 to 11 pounds (up to 5 kilograms)	0 to 5 months	—	—	—	—
12 to 17 pounds (about 6 to 7 kilograms)	6 to 11 months	1.25 mL	2.5 mL	—	—
18 to 23 pounds (about 8 to 10 kilograms)	12 to 23 months	1.875 mL	4 mL	—	—
24 to 35 pounds (about 11 to 15 kilograms)	2 to 3 years	2.5 mL	5 mL	1 tablet	—
36 to 47 pounds (about 16 to 21 kilograms)	4 to 5 years	3.75 mL	7.5 mL	1 ½ tablets	—
48 to 59 pounds (about 22 to 26 kilograms)	6 to 8 years	5 mL	10 mL	2 tablets	1 tablet
60 to 71 pounds (about 27 to 32 kilograms)	9 to 10 years	—	12.5 mL	2 ½ tablets	1 tablet
72 to 95 pounds (about 33 to 43 kilograms)	11 years	—	15 mL	3 tablets	1 ½ tablets
96 pounds or more (44 kilograms or more)	12 years or older	—	10 mL + 10 mL = 20 mL and 	4 tablets	2 tablets

Physician Signature  Signed by: Dr. Sims
 F5D91348E076488...

Date 10/3/2024 | 11:28 AM PDT