

Following new guidance, school will hold several salbutamol inhalers on the premises/trips for emergency purposes and will administer as required. Parents will need to sign the appropriate form authorising this action. See separate asthma policy, available in school free of charge.

Parents may come to school to during the school day to administer **non prescribed medicine** for mild conditions e.g. cough medicine, calpol. Non-prescribed medicines will not be administered by any member of staff. If the child is more ill than this then they should stay off school to recover.

Ideally, parents should be asked to ensure medicine is prescribed in doses which can be administered out of school hours. However, if this is not possible and there is a written arrangement with parents, Mr Hughes (Headteacher), Mrs A. Davies (HLTA), Mrs Mills (SBM) or Mrs Wilson will administer medicines which have been **prescribed** by a GP or hospital doctor. Mrs Mills is suitably qualified to manage medicines in school (CWAC May 2015) (**NB** for insurance purposes, KW must gain approval from either TM or a suitably qualified first aider prior to administration of any medicine) Mrs Mills and Mrs Wilson are the nominated staff members to ensure medicine is dispensed at the correct time.

All medicine **must** be handed in at the school office, where parents can complete the request for school to administer the medicine. The nominated staff will ensure that medicine is administered as per the written agreement with parents. Two members of staff will be present for the administration of the medication. Medication must be in its original bottle which clearly describes the contents, dosage and child's name in full. If parents authorise a pupil to self-administer medication (i.e cream,) then the admin team will ensure the medication is given to the pupil at the correct time.

Once medication has been administered, both members of staff involved in the administration will record details in the medicine book (admin office) and sign accordingly.

Generally medication will be stored in the fridge in the staff room. Controlled drugs will be locked in the safe in the admin cupboard.

Diabetes – see separate policy

Defibrillators -A Zoll AED plus defibrillator is on the school premises, located in the reception area. The machine and spare pads are checked on a regular basis. All school staff have received training in the use of the machine. (2013-14)

Residential trips We follow Cheshire West and Chester Educational Visits Policy and inform centres of children with medicines beforehand, using the relevant forms in the policy.

Specific medical needs and Risk assessments

Risk assessments will be carried out for any complex or specific medical needs. Staff working with such pupils will be briefed in detail on the requirements and associated risks.