



# Stapleford Primary School

(Church of England, Voluntary Aided)



## Asthma Policy

Stapleford Primary School is an inclusive community that aims to support and welcome pupils with asthma. We ensure that the whole school environment, which includes physical, social, sporting and educational activities, is inclusive and favourable to children with asthma. Stapleford asthma policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings. We ensure all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency. All new school staff receive asthma awareness training. Stapleford Primary School has clear guidance on the administration and storage of medicines at school. We have clear guidance about record keeping. Each member of the school and health community know their roles and responsibilities in maintaining and implementing an effective medical condition policy. The asthma policy is regularly reviewed evaluated and updated.

### Policy Guidelines

Stapleford Primary School is an inclusive community that aims to support and welcome children with asthma.

- Every Asthmatic child should have two inhalers in school at all times
- Children with asthma are encouraged to take control of their condition
- Children feel confident in the support they receive from the school to help them do this
- Children with asthma are included in all school activities
- All staff feel confident in knowing what to do in an emergency
- The school asthma policy is understood and supported by the whole school and local health community
- 1 reliever inhaler is to be stored in the school office and the other in the asthma pump point outside Class 3.
- All Emergency medication must be taken out in the event of a Fire alarm – where possible (DO NOT re-enter the building)
- All Emergency medication must be taken on all trips – including Church/Swimming
- When swimming reliever inhalers must also be taken and be stored in a see through plastic bag and placed poolside

We ensure that the whole school environment, which includes physical, social, sporting and educational activities, is inclusive and favourable to children with asthma.

Stapleford Primary School is committed to providing children with a physical environment, which is accessible to children with asthma.

Our commitment to an accessible physical environment includes out of school visits and the school ensures these visits are accessible to all children.

We ensure the needs of children and young people with asthma are adequately considered to ensure they have full access to extended school activities such as school productions, after school clubs and residential visits.

All staff at Stapleford are aware of the potential social problems that children with asthma may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti bullying and behaviour policies.

Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of asthma amongst children and to help create a positive social environment.

Stapleford Primary School ensures all classroom teachers, teaching assistants (TA's) and sporting coaches understand that pupil's with asthma should not be forced to take part in activity if they feel unwell.

We ensure all classroom teachers and TAs are aware of the potential triggers for pupil's asthma when exercising and are aware of ways to minimise these triggers.

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Stapleford Primary School ensures all children have the appropriate medicines with them during physical activity and that children take them when needed.

Risk assessments are carried out for any out of school visit and asthma is always considered during this process. Factors considered include how routine and emergency medicines will be stored and administered and where help could be obtained in an emergency.

There may be additional medicines, equipment or factors to consider when planning residential visits. These may be in addition to any medicines, facilities and healthcare plans that are normally available in school.

All staff understand asthma and are trained in what to do in an emergency.

Staff at Stapleford Primary School understand their duty of care to children in the event of an emergency.

In an emergency situation school staff are required under common law duty of care, to act like any reasonably prudent parent. This may include administering medicines.

All staff who work with children at this school receive training and know what to do in an emergency for the children in their care with asthma.

Stapleford Primary School uses school asthma healthcare plans to inform the appropriate staff (including supply teachers and support staff), of children in their care who may need emergency help.

Stapleford Primary School has procedures in place for a copy of the pupil's health care plan to be sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent or the information on it is communicated to the hospital as soon as possible.

If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows

Generally staff should not take children to hospital in their own car.

Stapleford Primary School has clear guidance on the administration of medicines at school

*From 1<sup>st</sup> October 2014 the Human Medicines Regulations 2014 will allow schools to keep a salbutamol inhaler for use in emergencies.*

***The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.***

***The inhaler can only be used if the pupils inhaler is not available (for example, because it is empty or broken)***

***Stapleford Primary School has 'Two Emergency Asthma Inhaler Kits' these include:***

- ***one salbutamol inhaler and two spacers, which are all clearly labelled.***
- ***Register of Parental Consent***
- ***'RED' Asthma Emergency Note – to go home***
- ***School Emergency inhaler usage logbook – Staff must record usage***

***STAFF MUST ALSO RECORD THE USAGE IN THE MAIN ASTHMA REGISTER LOCATED IN THE SCHOOL OFFICE STATING THAT IT IS THE SCHOOLS EMERGENCY INHALER THAT HAS BEEN USED***

***The emergency inhalers are located as follows:***

- ***School Office***
- ***Outside Class 3***

***TO AVOID POSSIBLE RISK OF CROSS INFECTION THE PLASTIC SPACER IS NOT TO BE RE-USED AND MUST BE SENT HOME WITH THE CHILD (FOR FUTURE PERSONAL USE)***

### **Staff Responsibilities**

Asthma Lead 1 and Asthma Lead 2 are responsible for ensuring that:

- Asthma Lead/s are available to support in an emergency situation
- Inhalers are checked monthly
- Replacement inhalers are obtained before the expiry date
- Replacement spacers are re-ordered and replaced after use

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- Empty/out of date Inhalers are disposed of at the local Pharmacy ( Stapleford Primary Schools are registered as a lower-tier waste carrier)
- Asthma leads are to brief supply teachers or other adults covering a class of children with asthma within the classes they are working and the location of pupil's inhalers.

#### All Staff responsibilities:

- The blue plastic inhaler 'housing' is cleaned and dried and returned to the relevant storage after use
- **Staff must inform the Asthma Lead/s if a school emergency inhaler has been used so that a new spacer can be ordered**
- **School Emergency inhaler usage logbook – Staff must record usage**
- **STAFF MUST ALSO RECORD THE USAGE IN THE MAIN ASTHMA REGISTER LOCATED IN THE SCHOOL OFFICE STATING THAT IT IS THE SCHOOLS EMERGENCY INHALER THAT HAS BEEN USED**

#### Emergency medicines

- All children at Stapleford Primary School with asthma have easy access to their emergency medicines
- All children are encouraged to carry and administer their own emergency medicine, when their parents and health specialists determine they are able to start taking responsibility for their condition
- Children who do not carry and administer their own emergency medicines, should know where the drugs or medicines are stored and how to gain access
- All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent. In an emergency situation, this may include taking action such as administering medicines

#### Non-emergency medicine

- All staff are aware that there is no legal or contractual duty for any member of staff to administer medicine or supervise a pupil taking medicines unless they have been specifically contracted to do so
- Many other members of staff who are happy to take on the voluntary role of administering medicines may administer prescribed and non-prescribed medicines to children under the age of 16, but only with the written consent of the parent
- Training is given to all staff members who agree to administer medicines to children and the Local Authority provides full indemnity
- Should the medicine change or be discontinued, or the dose or administration method change, parents will notify the school immediately
- If a pupil refuses their medicine, staff should record this. Parents or carers should be informed as soon as possible
- All staff attending off site visits should be aware of any children on the visit with asthma. They should receive information about what to do in an emergency and any other additional support necessary, including any additional medicines or equipment needed
- If a trained member of staff, who is usually responsible for carrying or administering medicine, is not available the school should make alternative arrangements to provide the service. This should be addressed in the risk assessment for the activity
- **If a pupil misuses medicines, either their own or another pupil's, their parents will be informed as soon as possible and they will be subject to the school's usual disciplinary procedures**

Stapleford Primary School has clear guidance on the storage of medicines at school

#### Safe storage - emergency medicine

- Emergency medicines are readily available to children who require them at all times during the school day or at off site activities
- Most children at this school carry their emergency medicine on them at all times. Children keep their own emergency medicines securely
- Children are reminded to carry take their emergency medicines with them at all times

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- Children, whose healthcare professionals and parents advise the school that their child is not yet able or old enough to self-manage and carry their own emergency medicines on them, know exactly where to access their emergency medicines

### **Safe storage - general**

- All medicines are supplied and stored, wherever possible, in their original containers. All medicines need to be labelled with the pupil's name, the name of the medicine, expiry date and the prescriber's instructions for administration, including dose and frequency
- Medicines are stored in accordance with instructions paying particular note to temperature
- Some medicines for children at this school may need to be refrigerated. All refrigerated medicines are stored in an airtight container and are clearly labelled. Refrigerators used for medicine storage are in a secure area inaccessible to children without supervision or lockable as appropriate
- All medicines are sent home with children at the end of the school year. Medicines are not stored in school over the summer holidays
- It is the parent's responsibility to ensure new and in date medicines come into school on the first day of the new academic year

### **Safe disposal**

- Parents are asked to collect out of date medicines from school
- If parents do not pick up out of date medicines or at the end of the school year medicines are taken to a local pharmacy for safe disposal
- A named member of staff is responsible for checking the dates of medicines and arranging for the disposal of those that have expired. This check is done at least three times a year.
- Stapleford Primary School has clear guidance about record keeping

### **Drawing up School Asthma Health Care Plans**

Stapleford Primary School uses a School Health Care Plan to record important details about individual children's medical needs, their triggers, signs, symptoms, medicines. A school health care plan accompanied by an explanation is sent to all parents of children with asthma for completion:

- at enrolment
- when a diagnosis is first communicated to the school

The parents are asked to fill out the pupil's school Asthma Health Care Plan. Parents then return these completed forms to the school. Parents may need to liaise with their child's health care professionals to complete the form. Stapleford Primary School ensures that a relevant member of school staff is available, if required to help complete the health care plan for children with particularly complex healthcare needs.

### **School Asthma Register**

- The school Asthma Health Care Plans are used to create a centralised register of children with asthma
- An identified member of staff has responsibility for the register at this school
- The responsible member of staff follows up any of the details on a pupil's Asthma Health Care Plan or if permission for administration of medicines is unclear or incomplete
- Parents at Stapleford Primary School are regularly reminded to update their child's Asthma Health Care Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse) or their medicines and treatments change
- Staff at Stapleford Primary School use opportunities such as teacher-parent interviews to check that information held by the school on a pupil's condition is accurate and up to date
- Health care plans are kept in a secure central location at school
- All members of staff who work with groups of children have access to the health care plans of children in their care

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- When a member of staff is new to a pupil group, the school makes sure that they are made aware of (and have access to) the health care plans of children in their care
- Stapleford Primary School ensures that all staff protect pupil confidentiality
- Stapleford Primary School seeks permission from parents to allow the health care plan to be sent ahead to emergency care staff should an emergency happen during school hours or at an out of school hours school activity

Stapleford Primary School uses the health care plans to:

- Inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- Identify common or important individual pupil triggers at school that bring on symptoms and can cause emergencies
- Ensure that all medicines stored at school are within the expiry date
- Ensure this school's local emergency care facilities have a timely and accurate summary of a pupil's current asthma management and healthcare in the event of an emergency
- Remind parents of children with asthma to ensure that any medicines kept at school for their child are within their expiry dates

### **Consent to administer medicines**

- All parents of children with asthma are asked to provide consent on the health care plan giving staff permission to administer medicines in an emergency
- If a child requires regular/daily help in administering their medicines then Stapleford Primary School will outline our agreement to administer those medicine/s on the health care plan. The school and parents keep a copy of this agreement
- Parents of children with asthma at Stapleford Primary School are all asked at the start of the school year on the healthcare plan if they and/or the child's healthcare professional believe the child is able to self-manage, carry and administer their own emergency medicines
- Parents are sent a medicines form to be completed and returned to school shortly before their child leaves for an overnight or extended day trip. This form requests up to date information about the pupil's current condition and their overall health. This provides up to date information to relevant staff to help the pupil manage their condition while they are away including information about medicines not normally taken during school hours
- The medicines form is taken by the relevant staff member to the off-site trip and for all out of school hours activities along with a copy of the pupil's health care plan
- All parents of children with asthma attending a school trip or overnight visit are asked to give consent for staff to administer medicines at night or in the morning if required
- The medical form also details what medicines and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away

### **Other record keeping**

Stapleford Primary School keeps an accurate record of each occasion an individual pupil is given or supervised taking medicines. Details of the supervising staff member, pupil, dose, date and time are recorded

Asthma –

- 1 Record on Daily Record Sheet – In Class and also:
- 2 Record in Asthma Book – located in the main office).

If a pupil refuses to have medicines administered, this is also recorded and parents are informed as soon as possible

The parents at Stapleford Primary School have a responsibility to:

- Tell the school if their child has asthma
- Ensure the school has a complete and up-to-date school healthcare plan for their child
- Inform the school about the medicines their child requires during school hours

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- Inform the school of any medicines the child requires while taking part in visits, outings or field trips and other out-of-school activities such as school team sports
- Tell the school about any changes to their child's medicines, what they take and how much
- Inform the school of any changes to their child's condition
- Ensure their medicines and medical devices are labeled with their full name
- Ensure that their child's medicines are within their expiry dates
- Ensure that their child has two reliever Asthma inhalers at school.
- Keep their child at home if they are not well enough to attend school
- Ensure their child catches up on any school work they have missed
- Ensure their child has regular reviews with their doctor or specialist healthcare professional
- Ensure their child has a written self-management plan from their doctor or specialist healthcare professional to help them manage their child's condition

All staff at Stapleford Primary School has a responsibility to:

- Be aware of the potential triggers, signs and symptoms of asthma and know what to do in an emergency
- Understand the school's asthma policy
- Know which children have asthma and be familiar with the content of their individual health plan
- Allow all children to have immediate access to their emergency medicines
- Maintain effective communication with parents including informing them if their child has been unwell at school
- Ensure children who carry their medicines with them, have them when they go on a school trip or out of the classroom
- Be aware that long term conditions can affect a pupil's learning and provide extra help when children need it
- Be aware of children with asthma who may need extra social support
- Liaise with parents, the child's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- Use opportunities such as PSHE to raise pupil awareness about asthma
- Understand asthma and the impact it can have on children. (Children should not be forced to take part in activity if they feel unwell)
- Ensure all children with asthma are not excluded from activities they wish to take part in
- Ensure children have the appropriate medicines with them during activity or exercise and are allowed to take it when needed

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