



# Medical Needs & Asthma Policies

Policy Creation & Review	
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<b>Next Review Date</b>	April 2024

Please note that this policy also pertains to practice in our BaRD provision and Little Ellies Childcare. Therefore the term 'school' is used to cover all of these provisions.

# Ellen Wilkinson Primary School

## MEDICAL NEEDS POLICY

### 1. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHPs)

**The named person with responsibility for implementing this policy is Janice Owen Amadasun (Inclusion Lead)**

### 2. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance on [supporting pupils with medical conditions at school](#).

### 3. Roles and responsibilities

#### 3.1 The Governing Body

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

#### 3.2 The Headteacher

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse

- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

### 3.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

### 3.4 Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, replenish stocks and ensure they or another nominated adult are contactable at all times
- Inform the school of any changes.

### 3.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs where possible. They are also expected to comply with their IHPs.

Parents must be notified as a matter of urgency if the child is unable/unwilling to take the medication. If pupils refuse to take medication, school staff should not force them to do so

### 3.6 School nurses and other healthcare professionals

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and pediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

## 4. Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

## 5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

See Appendix 1.

## 6. Medical needs register

This is updated annually (or more frequently if pupils' needs change)

### 6.1 Contents of the file

- The medical needs register – an up to date list of all pupils with a medical need or condition which the school needs to know about e.g. asthma, allergies. The register for each class must also be on display in that class.
- Individual health care plans for pupils with serious conditions which may need immediate attention and/or calling emergency services e.g. epilepsy
- Pupils receiving medication while at school – whether temporarily (e.g. antibiotics) or continuously (e.g. Ritalin). A copy of the consent letter should also be kept in the file. Medication cannot be given to a child without the signed consent letter.

## 7. Individual healthcare plans

The Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to the Inclusion Lead

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Governing Body and the Headteacher and the Inclusion Lead with responsibility for developing IHPs, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable

- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

## 7.1 Table of Medical

A list of medical conditions and possible symptoms and agreed procedures can be found in the appendix 3. The Inclusion Lead will update the procedures annually in conjunction with the designated school nurse.

## 8. Managing medicines

Only prescription medicines will be administered at school and then only when:

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parents' written consent

**Non – prescription medication i.e. painkillers which include aspirin or paracetamol, must not be administered by any member of staff in school.**

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage
- Where pupils need two or more prescribed medicines, each should be in a separate container.

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

### 8.1 Controlled drugs and storage

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

Prescribed medicines that have been brought to school will be stored in the fridge in the medical room if necessary, or in a secure medical cabinet in the same room. Medication that is in continuous use i.e. Asthma pumps are stored in secure medical cabinets in the child's area, should a child need them. Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

## 8.2 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Pupils will only then be allowed to carry their own medicines and relevant devices where possible.

Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

## 8.3 Recording medication taken

A child must be supervised taking the medicine by a permanent, police checked member of staff. The medicines register must be signed and filled in each time the medication is issued.

## 8.4 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

## 9. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

## 10. Curriculum

Regardless of the nature of the medical need, all children will be provided with access and opportunities to fully participate in all areas of the curriculum as far as possible.

## 10.1 School Visits

Our school encourages pupils with medical needs to participate in school trips wherever possible. The class teacher should complete risk assessment forms and pass to the Head Teacher. All staff supervising excursions should be aware of any medical needs. Administration procedures should be followed. A first aider is only required if stipulated in the child's health care plan

## 10.2 Residential Visits

New medication consent forms need to be filled in for Residential trips as the amount of medication a child takes under school supervision is likely to change for the duration of the trip.

## 11. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with Inclusion Lead. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of proficiency of staff in a medical procedure, or providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

## 12. Record keeping

The governing board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school. IHPs are kept in a readily accessible place which all staff are aware of.

## 13. Liability and indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk. As a maintained school the Local Authority's insurance policy applies.

## 14. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Inclusion Lead in the first instance. If they cannot resolve the matter, they will direct parents to the school's complaints procedure.

## 15. Monitoring arrangements

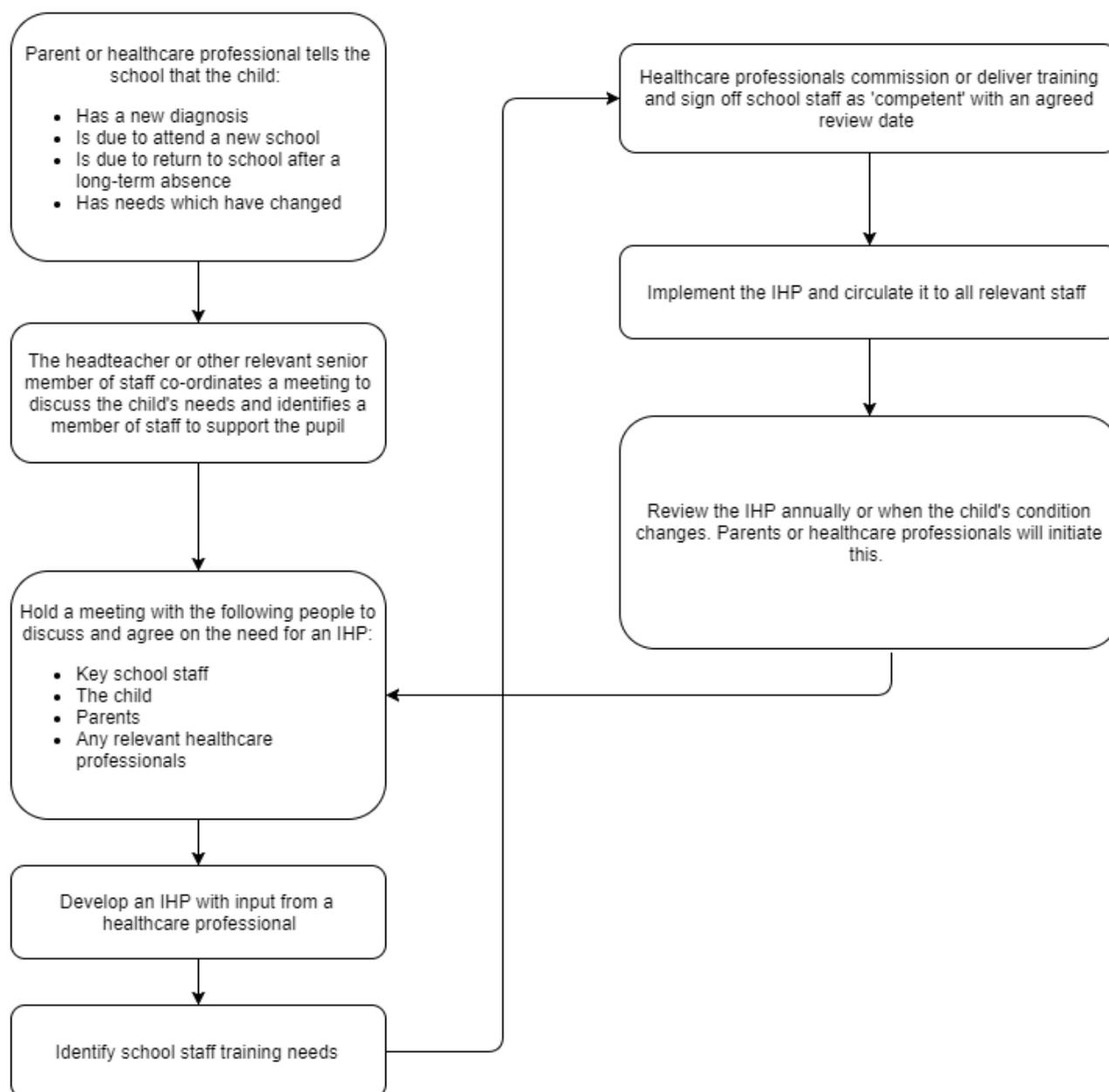
This policy will be reviewed and approved by the Governors Curriculum Committee on behalf of the Governing Body every three years.

## 16. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy
- Children with health needs who can't attend school policy

## Appendix 1 - Being notified a child has a medical condition



## Appendix 2 - Individual Health Care Plan

Individual Health Care Plans (IHCP) are specific to each child and are produced along with the School Nurse or Specialist Nurse from the NHS. Samples are therefore not available.

### Appendix 3 - Medical Needs and Procedures - General

Medical Condition	Symptoms	Procedure
Anaphylaxis	<ul style="list-style-type: none"> <li>*Extreme allergic reaction</li> <li>*Metallic taste/ itching in mouth</li> <li>*Swelling of face</li> <li>*Difficulty swallowing</li> <li>*Flushed complexion</li> <li>*Abdominal cramps</li> <li>*Nausea</li> <li>*Rise in heart rate</li> <li>*Collapse or unconsciousness</li> <li>* Wheezing/ difficulty breathing</li> </ul>	<p><b>Inject adrenaline</b> (trained staff only)  <b>Call ambulance</b>            See specific health plan for procedure (displayed in office/ staff room/ classroom)</p>
<b>Asthma (Asthma attacks)</b>	<ul style="list-style-type: none"> <li>*Coughing</li> <li>*Wheeziness</li> <li>*Difficulty breathing (particularly exhaling)</li> <li>*Possible blueness of skin and lips</li> </ul>	<p><b>Inhaler</b> – children to use as necessary, to be stored in classrooms. Must be labelled with name.  <b>Nebulizer</b></p>
<b>Cystic Fibrosis</b>	*Diagnosis by trained medical professional	Physiotherapy (at home)
<b>Diabetes</b>	<ul style="list-style-type: none"> <li>*Hypoglycemic reaction</li> <li>*Hunger</li> <li>*Sweating</li> <li>*Drowsiness</li> <li>*Pallor</li> <li>*Glazed eyes</li> <li>*Shaking</li> <li>*Lack of concentration</li> <li>*Irritability</li> </ul>	<p><b>Give fast acting sugar</b> eg. Glucose tablets, sugary drink, and chocolate bar            Once recovered (10-15 mins later) give starchy food eg. a sandwich, two biscuits and a glass of milk.  <b>If uncertain, call an ambulance.</b></p>
<b>Dry Skin</b>	<ul style="list-style-type: none"> <li>*Flakiness of skin</li> <li>*Itching</li> </ul>	Use of medication sent in from home with administration letter
<b>Eating problems (Anorexia/ bulimia)</b>	<ul style="list-style-type: none"> <li>*Tiredness</li> <li>*Unusual eating habits</li> <li>*Weight loss</li> <li>*Irritability</li> <li>*Low self esteem</li> </ul>	Contact parents/ carers to seek professional medical advise.
<b>Epilepsy</b>	<ul style="list-style-type: none"> <li>*Seizures</li> <li>*Strange sensations</li> <li>*Confusion</li> <li>*Convulsions</li> <li>*Lack of consciousness</li> </ul>	See specific health plan for procedure (Displayed in office/ staffroom/ classroom)
<b>Glasses</b>	*Unable to focus vision	To wear glasses, needs to be made clear by parents/ carers if glasses are to be worn all day or for class tasks.
<b>Hay Fever</b>	<ul style="list-style-type: none"> <li>*Sneezing</li> <li>*Watery/ Itchy eyes</li> <li>*Wheezing</li> </ul>	Hay fever tablets to be provided from home with administration letter
<b>Hearing</b>	*Unable to hear clearly	Use of medication/ hearing tools provided by trained professionals.

		Follow outside agencies advice when given
<b>Heat Rash</b>	*Redness of skin *Bumps/ change of skin texture	
<b>Migraines</b>	*Severe headache *Sensitivity to light sources *Flashing lights	Seat in a darkened quiet room and contact parents/ carers to send the child home.
<b>Nose Bleeds</b>	*Blood from nasal orifice *Possible headache/ light headed	Tilt head forward. <b>Seek first aid attention</b>
<b>Psoriasis</b>	*Weeping skin *Itchiness	Medication sent from home with administration letter
<b>Sickle cell</b>	*Medically prescribed	Do not expose to extremes of temperature Follow trained medical advise as given
<b>Water infection</b>	*Needs frequent use of toilet	Allow child to use toilet on request

**N.B. Those procedures highlighted bold mean immediate action. Those in italic require information/ medication from parents/ carers.**

#### Appendix 4 - Parental Disclaimer

I give permission for my child .....in.....class to take..... supervised by staff at Ellen Wilkinson.

Dose

Timing

.....

.....

**I accept full responsibility for notifying Ellen Wilkinson Primary of the dosage and timing of the medicine to be administered. I accept that no blame can be attached to the persons supervising above medicines should there be incorrect dosage or adverse reaction to said medicines.**

Name of Adult with Parental Responsibility.....Date.....

Received by school.....Date.....

Signed on behalf of Ellen Wilkinson Primary School

#### Appendix 5 - COVID Addendum

##### Context

Due to the current COVID pandemic, at times children with certain medical needs may be advised to shield. In these cases the school will work with the family and health professionals to ensure the child can still access their education and socialise with their peers. Please see 'remote learning' and 'children with health needs who can't attend school' policies for further details.

This addendum will cease to be operational once the current pandemic restrictions are lifted and with the agreement of the Governing Body.

# Ellen Wilkinson Primary School

## ASTHMA POLICY

### 1. Aims

- To support children with Asthma to achieve their potential and participate fully in all aspects of school life (including PE)
- To raise awareness of Asthma within our school community (both pupils and staff)
- Ensure appropriate provision and training is in place to enable this

**The named person with responsibility for implementing this policy is Janice Owen Amadasun (Inclusion Lead)**

### 2. Statutory responsibilities and guidance

It is based on the Department for Education's statutory guidance on [supporting pupils with medical conditions at school](#).

It also uses the on the Department for Education's [Guidance on the use of emergency salbutamol inhalers in schools](#) and [London schools' guide for the care of children and young people with asthma](#)

### 3. Definitions

- Asthma = a condition that affects the airways.
- Trigger = anything that irritates the airways causing symptoms of asthma to appear.
- Reliever = an inhaler that is used when symptoms appear.
- Preventer = an inhaler that is taken regularly to stop symptoms appearing.
- Spacer = a clear plastic device that allows children to inhale a measured dose more effectively.

### 4. School environment

The school endeavours that children understand asthma and this is included in the science and healthy me units. Children with asthma are encouraged to learn more about their condition and further advice to support this can be found at [www.asthma.org.uk](http://www.asthma.org.uk)

In addition the school

- has a non-smoking policy
- will ensure that furry or feathery pets will not be kept in classes of children for whom this is a trigger.

### 5. Medication

- Children are allowed immediate access to their inhaler
- Inhalers are kept in First Aid boxes/cupboards in the open area outside of the child's classroom
- Inhalers must be clearly labelled with the child's name and class.

### 6. Record Keeping

#### 6.1 Asthma register

The school will keep a record of all pupils notified to us with asthma. At the beginning of each academic year, the Inclusion Lead will ensure that Class Medical Needs Sheets are updated and shared with the incoming class teacher.

#### 6.2 Care plans

Each child diagnosed with asthma will have a care plan which will judge the pupil's needs individually since children vary in their ability to cope with asthma. The main purpose of the individual health care plan is to identify the nature of support needed at school. The plan will identify the severity of asthma, individual symptoms and triggers; arrangements for daily care (including type of medication and access arrangements); arrangements for medical emergencies including support from school staff; and necessary contact details for family and GP/clinic. Those who may be involved include the Inclusion Lead, the parent or guardian, the child (depending on maturity), the class teacher, support staff members, and the school health service or the GP.

Care plans will be reviewed bi annually to ensure that they are still relevant to the needs of the child.

### 6.3 Use of inhalers

First aiders will keep a record each time a child has to use his/her inhaler. This will be made available to all relevant staff. advises that individual care plans should be drawn up for each student with asthma.

## 7. Curriculum

### 7.1 P.E.

- All children are encouraged to participate fully in PE
- Teachers will remind children whose Asthma is triggered by exercise to take their reliever inhaler before the lesson.
- Children are allowed to use their inhaler during the lesson
- If using outside space the inhaler should be taken out too.
- If attending sports competitions in other locations inhalers must be taken.

### 7.2 School Visits/ Residential

- Inhalers are taken on all school visits and are kept by the adult leading the group the child is in.
- If this adult is a parent, the inhaler will be kept with the trip leader to supervise use.

## 8. How to respond to an asthma attack

Symptoms of asthma, and signs of an asthma attack, are set out on pages 15 and 16 of the DH guidance.

It also gives advice on how to respond to signs of an asthma attack, including:

- Encourage the child to sit up and slightly forward
- Help the child to take two separate puffs of his/her inhaler or the emergency salbutamol inhaler via the spacer
- If there's no immediate improvement, continue to give two puffs every two minutes up to a maximum of 10 puffs, or until symptoms improve
- Stay calm and reassure the child
- Call an ambulance if the child doesn't feel better or you're worried at any time before reaching 10 puffs

You should also call an ambulance immediately if a child:

- Appears exhausted
- Has a blue/white tinge around his/her lips
- Is going blue
- Has collapsed

**The child's parents must be informed about the attack.**

## 9. Emergency asthma inhaler kit

the school will ensure that it has an emergency asthma inhaler kit on site at all times.

The kit will include:

- A salbutamol metered dose inhaler
- At least two plastic spacers compatible with the inhaler
- Instructions on using the inhaler and spacer
- Instructions on cleaning and storing the inhaler
- Manufacturer's information
- A checklist of inhalers identified by their batch number and expiry date, with monthly checks recorded
- A note of the arrangements for replacing the inhaler and spacers
- A list of children permitted to use the emergency inhaler, as detailed in their individual healthcare plans

- A record of when the inhaler has been used

The inhaler can usually be reused so long as it's cleaned after use, but the plastic spacer should not be reused due to the risk of cross-infection. Instead, the spacer can be given to the child to take home for future personal use (pages 11-13 of the DH guidance).

### 9.1 Storage and care of the inhaler

Two nominated first aiders will have responsibility for maintaining the storage and care of the inhalers. These staff are currently Halyley Golding & Dwight Hart.

They will check on a monthly basis that

- the inhaler and spacers are present and in working order,
- the inhaler has sufficient number of doses available;
- replacement inhalers are obtained when expiry dates approach;
- replacement spacers are available following use;
- the plastic inhaler housing (which holds the canister) has been cleaned, dried and returned to storage following use, or that replacements are available if necessary.

### 9.2 Who can use an inhaler?

An emergency inhaler can be supplied to any pupil who is known to suffer from asthma, where it's needed in an emergency, according to the [regulations](#).

The DH's guidance recommends that emergency inhalers should only be used by children who have been prescribed a reliever inhaler, with or without a diagnosis of asthma (page 14).

### 9.3 Parental consent

A child under 16 should not be given any medicines without written parental consent (DfE guidance, page 20).

A record of parental consent will be maintained on an asthma register so staff can quickly check whether a child is able to use the inhaler during an emergency.

The use of an emergency inhaler should also be specified in a pupil's individual healthcare plan (DH guidance, page 14).

### 9.4 Staff roles and responsibilities

All school staff will be:

- Trained to recognise the symptoms of an asthma attack, and ideally, how to distinguish them from other conditions with similar symptoms
- Aware of the asthma policy
- Aware of how to check if a child is on the asthma register
- Aware of how to access the inhaler
- Aware of who the designated members of staff are and the policy on how to access their help

First aiders act as designated members of staff in relation to asthma pumps and are suitably trained. Staff administering asthma medication in an emergency are insured by the LA when acting in accordance with this policy.

## 10. Monitoring arrangements

This policy will be reviewed and approved by the Governors Curriculum Committee on behalf of the Governing Body every three years. At the beginning of each academic year, class Medical Needs Class Sheets (see appendix) should be passed on to the incoming class teacher – Medical -Needs Co-ordinator will check that this happens;

- The medical needs co-ordinator will ensure that relevant medical information is in each class, eg. Individual emergency procedures, medical symptoms and procedures grid, list of medical needs;
- Medical Needs Co-ordinator to amend and update medical information when necessary.

## 11. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy
- Medical Needs Policy
- Children with health needs who can't attend school policy

### Appendix 1 - Permission for use of emergency Salbutamol inhaler

**I give permission for my child ..... to take an emergency salbutamol inhaler supervised by staff at Ellen Wilkinson in the event of my child displaying symptoms of asthma, and if their inhaler is unavailable.**

I can confirm that my child has been diagnosed with asthma/has been prescribed an inhaler (delete as appropriate)

Name of Adult with  
Parental Responsibility.....Date.....

Received by school.....Date.....

Signed on behalf of Ellen Wilkinson Primary School

### Appendix 2 - Letter to parent recording emergency use of Salbutamol inhaler

Dear Parent/Carer

This letter is to formally notify you that ..... has had problems with his/her breathing today. This happened when (tick as applicable)

- They did **not** have their own asthma inhaler with them, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given . . . . . puffs.
- Their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given .....puffs.

Although they soon felt better, we would strongly advise that you have your child seen by your own doctor as soon as possible.

Yours sincerely

