



**ST MARY'S**  
CATHOLIC PRIMARY  
SCHOOL

**Asthma Policy Statement**

## **Asthma Policy Statement**

- St Mary's Catholic Primary School is an inclusive community that aims to support and welcome children with asthma
- St Mary's Catholic Primary School ensures that the whole environment, which includes physical, social, sporting and educational activities, is inclusive and favourable to children with asthma
- The asthma policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings
- St Mary's Catholic Primary School ensures all staff understands their duty of care to children and young people in the event of an emergency. All staff feels confident in knowing what to do in an emergency. All staff receives annual asthma awareness training
- St Mary's Catholic Primary School has clear guidance on the administration of medicines
- St Mary's Catholic Primary School has clear guidance on the storage of medicines
- St Mary's Catholic Primary School has clear guidance about record keeping
- Each member of St Mary's Catholic Primary School and health community knows their roles and responsibilities in maintaining and implementing an effective medical condition policy. The asthma policy is regularly reviewed evaluated and updated. Updates occur every year

## **Policy Guidelines**

St Mary's Catholic Primary School is an inclusive community that aims to support and welcome pupils with asthma

- Children with asthma are encouraged to take control of their condition
- Children feel confident in the support they receive from St Mary's Catholic Primary 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 asthma policy is understood and supported by the whole school and local health community

St Mary's Catholic Primary School ensures that the whole school environment, which includes physical, social, sporting and educational activities, is inclusive and favourable to children with asthma

- St Mary's Catholic Primary School is committed to providing children with a physical environment, which is accessible to children with asthma
- This school's commitment to an accessible physical environment includes out of school visits and the school ensures these visits are accessible to all children

- St Mary's Catholic Primary School ensures the needs of children and young people with asthma are adequately considered to ensure they have full access to extended school activities such as discos, productions, after school clubs and residential visits
- All staff at St Mary's Catholic Primary School are aware of the potential social problems that pupils with asthma may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's/setting'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
- St Mary's Catholic Primary School ensures all classroom teachers; PE teachers, other staff and sporting coaches understand that a child with asthma should not be forced to take part in activity if they feel unwell
- St Mary's Catholic Primary School ensures all PE teachers, classroom teachers and school sport coaches are aware of the potential triggers for children's asthma when exercising and tips to minimise these triggers
- St Mary's Catholic Primary School ensures all children have the appropriate reliever inhaler with them during physical activity and that children take them when needed.
- Risk assessments must be carried out for any out of school visits and asthma must be considered during this process. Factors to consider 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 the school

The asthma policy has been drawn up in consultation with a wide range of local key stakeholders both within the school, early years; Ofsted approved facilities and health settings

- St Mary's Catholic Primary School has consulted on the development of this asthma policy with a wide range of key stakeholders both within the school, early years, Ofsted approved facilities and health settings
- St Mary's Catholic Primary School recognizes the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow up to suggestions put forward

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

- Staff understand their duty of care to children in the event of an emergency
- In an emergency situation staff are required under common law duty of care, to act like any reasonably prudent parent. This may include administering medicines
- All relevant staff who work with children at this setting receive training and know what to do in an emergency for the children in their care with asthma

- Training is refreshed for all relevant staff at least once a year
- St Mary's Catholic Primary School uses asthma healthcare plans to inform the appropriate staff (including supply teachers and support staff), of children in their care who may need emergency help
- St Mary's Catholic Primary School has procedures in place for a copy of the child'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 child 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 child knows
- Generally staff should not take children to hospital in their own car

St Mary's Catholic Primary School has clear guidance on the administration of medicines

### **Reliever medicines**

- All children with asthma have easy access to their reliever medicines
- All children are encouraged to carry and administer their own reliever 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 reliever medicines, should know where the drugs or medicines are stored and how to gain access
- All 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
- 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 child misuses medicines, either their own or another child's, their parents will be informed as soon as possible and the incident will be responded to in line with the school's behaviour policy.

St Mary's Catholic Primary School has clear guidance on the storage of medicines

### **Safe storage - reliever medicine**

- Reliever medicines are readily available to children who require them at all times during the day or at off-site activities.

- Some children at this school carry their reliever medicine on them at all times. Children keep their own reliever medicines securely
- Children who keep their own reliever medicines are reminded to carry take their reliever medicines with them at all times
- 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 reliever medicines on them, know exactly where to access their reliever medicines
- All medicines are supplied and stored, wherever possible, in their original containers. All medicines need to be labelled with the child'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
- 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 the school/setting
- 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

St Mary's Catholic Primary School has clear guidance about record keeping

#### **Enrolment forms**

- Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year.
- Parents of new children starting at other times during the year are also asked to provide this information on enrolment forms.

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

- This school uses an adapted asthma Health Care Plan from "Managing Medicines in Schools and Early Years Settings" guidance to record important details about individual children's medical needs, their triggers, signs, symptoms, medicines.
- An asthma health care plan accompanied by an explanation is sent to all parents of children with asthma for completion:

1. at the start of the school year
2. at enrolment
3. when a diagnosis is first communicated to the school

- The parents are asked to fill out the child's 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.
- St Mary's Catholic Primary School ensures that a relevant member of staff is available, if required to help complete the health care plan for children with particularly complex healthcare needs

### **Asthma Register**

- The 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
- The responsible member of staff follows up any of the details on a child's Asthma Health

Care Plan or if permission for administration of medicines is unclear or incomplete

- Parents at this 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 this school use opportunities such as staff-parent interviews to check that information held by the school/setting on a child's condition is accurate and up to date
- Every child with a health care plan at this school has their plan discussed and renewed at least once year
- Parents and children at this school are provided with a copy of the child's current agreed health care plan
- Health care plans are kept in a secure central location at school/setting
- All members of staff who work with groups of children, have access to the health care plans of children in their care
- When a member of staff is new to a child group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the health care plans of children in their care
- The school ensures that all staff protect child confidentiality
- This 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

- This school seeks permission from the child and parents before sharing any medical information with any other party.
- This school uses the health care plans to:
  - Inform the appropriate staff and supply teachers about the individual needs of a child with a medical condition in their care
  - Identify common or important individual children's triggers at school that bring on symptoms and can cause emergencies
  - Ensure that all medicines stored at school are within the expiry date
  - Ensure the local emergency care facilities have a timely and accurate summary of a child'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**

- If a child requires regular prescribed or non-prescribed medicines at school parents are asked to provide consent giving staff permission to administer medicines on a regular basis, if required.
- 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 the school outlines the 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 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 child's current condition and their overall health. This provides up to date information to relevant staff and supervisors to help the child 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 child's health care plan
- All parents of children with asthma attending a 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 child 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**

- This school keeps an accurate record of each occasion an individual child is given or supervised taking medicines. Details of the supervising staff member, child, dose, date and time are recorded. If a child refuses to have medicines administered, this is also recorded and parents are informed as soon as possible

### **Staff training - record keeping**

- The Asthma Lead attends training on asthma every year
- A log of the asthma training is kept by the school and reviewed every 12 months to ensure all new staff receives training and support via the asthma lead.
- All staff that volunteer or are contracted to administer medicines are provided with training and support from the asthma lead.

Each member of the school/setting and health community know their roles and responsibilities in maintaining an effective medical condition policy

This school works in partnership with all interested and relevant parties including the school's governing body, all staff, school nurses, parents, employers of school staff, healthcare professionals and children to ensure the policy is planned, implemented and maintained successfully. The following roles and responsibilities are used for the asthma policy at this school. These roles are understood and communicated regularly:

#### **This school's employer has a responsibility to:**

- Ensure the health and safety of their employees (all staff) and anyone else on the premises or taking part in activities (this includes children). This responsibility extends to those staff and others leading activities taking place off site, such as visits, outings or field trips
- Ensure health and safety policies and risk assessments are inclusive of the needs of children with asthma
- Make sure the asthma policy is effectively monitored and regularly updated
- Provide indemnity for staff who volunteer to administer medicine to children with asthma

#### **This school's principal has a responsibility to:**

- Ensure the school/setting is inclusive and welcoming and that the asthma policy is in line with local and national guidance and policy frameworks
- Liaise between interested parties –including children, staff, SEN coordinators, welfare assistants, teaching assistants, School Nurses, parents, governors, the local authority transport service and local emergency care services
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using children's' individual health plans

- Ensure pupil confidentiality
- Assess the training and development needs of staff and arrange for them to be met
- Ensure all supply teachers and new staff know the asthma policy
- Delegate a staff member to check the expiry date of medicines kept at school and maintain the asthma register
- Monitor and review the policy at least once a year, with input from staff and external stakeholders

**All staff at this school have a responsibility to:**

- Be aware of the potential triggers, signs and symptoms of asthma and know what to do in an emergency
- Understand the 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 child's learning and provide extra help when children need it
- Be aware of children with asthma who may be experiencing bullying or 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

**The School Nurse has a responsibility to:**

- Help update the school's asthma policy
- Help provide regular training for school staff in managing asthma at school

- Provide information about where the school can access training in areas that the School Nurse has not had specialist training
- Provide support and information to the identified member of staff responsible for ensuring that parents complete the health care plans

**The Special Education Needs Co-ordinator has a responsibility to:**

- Know which children have asthma and which have special education needs because of their condition
- Ensure children who have been unwell catch up on missed school work
- Ensure teachers make the necessary arrangements if a child needs special consideration or access arrangement in tests

Welfare officers have a responsibility to:

- Know which children with have a medical condition and which have special education needs because of their condition
- Ensure all children with asthma are not excluded from activities they wish to take part in

**Individual Doctors and Specialist Healthcare Professionals caring for children who attend this school have a responsibility to:**

- Help complete the health plans provided by parents if appropriate
- Where possible and without compromising the best interests of the child, to try to prescribe medicines that can be taken outside of school hours
- Offer the parents of every child a written self-management plan to ensure parents and children know how they self manage at school and at home
- Ensure the child knows how to take their medicines effectively
- Ensure children have regular reviews of their condition and the medicines they take
- Provide the school with information and advice if a child in their care has severe asthma symptoms (with the consent of the pupil and their parents)
- Understand and provide input to the school's/setting's medical condition policy

**The parents at this school have a responsibility to:**

- Tell the school if their child has asthma
- Ensure the school has a complete and up-to-date healthcare plan for their child
- Inform the school/setting about the reliever medicines their child requires during school hours and ensure their child has easy access to their reliever at all times

- 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 reliever medicines and associated devices are labelled with their full name
- Ensure that their child's reliever medicines are within their expiry dates
- Keep their child at home if they are not well enough to attend school/setting
- 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