Our Lady and St Kenelm RC School

Asthma Policy

"Bringing out the best in everyone, for the benefit of all, in the Spirit of Christ."

Policy Statement

Our Lady and St Kenelm 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 favorable to pupils with asthma

Our asthma policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings

We ensure that all staff understand 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 school staff receives annual asthma awareness training

We have clear guidance on the administration of medicines at school and on the storage of medicines at school.

There is clear guidance about record keeping

Each member of our 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 is formally updated every two years (unless there has been any significant changes).

Policy Guidelines

Our Lady and St Kenelm is an inclusive community that aims to support and welcome pupils with asthma

Pupils with asthma are encouraged to take control of their condition from an early age. In all key stages, the children carry their own medication with them at all times in a bum bag that is provided by the school (replacement bags will not be provided).

Pupils feel confident in the support they receive from the school to help them administer their medication when needed.

Pupils with asthma are included in all school activities

All staff feel confident in knowing what to do in an emergency

This asthma policy is understood and supported by the whole school and local health community

Our Lady and St Kenelm School ensures that the whole school environment, which includes physical, social, sporting and educational activities, is inclusive and favorable to pupils with asthma

We are committed to providing pupils with a physical environment, which is accessible to pupils with asthma and to an accessible physical environment that includes out of school visits. We ensure these visits are accessible to all pupils.
We take into account the needs of children and young people with asthma to ensure they have full access to extended school activities such as school discos, school productions, after school clubs and residential visits.
All staff at our school are aware of the potential social problems that pupils with asthma may experience. They use this knowledge to try to prevent and deal with problems in accordance with the school's anti bullying and behavior policies.
Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of asthma amongst pupils and to help create a positive social environment.
All teachers and TAs as well as outside visitors, PE teachers and sporting coaches, understand that pupil's asthma should not be forced to take part in activity if they feel unwell.
We ensure all PE teachers, classroom teachers, school sport coaches and TAs are aware of the potential triggers for pupil's asthma when exercising and tips to minimise these triggers.
All pupils have the appropriate medicines with them during physical activity and take them when needed.
Risk assessments using EVOLVE are carried out for every out of school visit. Individual risk assessments for children with asthma are completed and uploaded as part of these. Factors included are 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

Our Lady and St Kenelm's asthma policy has been drawn up in consultation with a wide range of local key stakeholders both within the school and health settings.

We have consulted on the development of this asthma policy with a wide range of key stakeholders both within the school and health settings.
We recognise 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 at our school understand their duty of care to pupils 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 our school receive training and know what to do in an emergency for the children in their care with asthma

Training is refreshed for all staff once a year

If a child has been diagnosed with having asthma and are required to carry a blue inhaler, they are immediately referred to the school nursing team and an asthma care plan is completed.

We use school asthma healthcare plans to inform the appropriate staff (including supply teachers and support staff), of pupils in their care who may need emergency help.

There are 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.

Staff should not take pupils to hospital in their own car. They should wait for an appropriate form of transport e.g. ambulance, parental vehicle.

Emergency medicines

All pupils at with asthma have easy access to their emergency medicine and carry and administer their own emergency medicine as soon as soon they start school. They understand that they must inform a school adult if they need to administer their medication.

If a child has had to have medication their parent/career ***must*** be informed at the end of the day. If a child is having to take the medication multiple times during the day the their parent/carer should be phoned and advised to have a checkup at the doctors.

All school staff know 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.

Training is given to all staff members who agree to administer medicines to pupils and the Local Education Authority provides full indemnity

Should the medicine change or be discontinued, or the dose or administration method change, parents will notify the school in writing immediately and this must be kept in the child's records folder.

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 pupils 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, a member of SLT and their parents will be informed as soon as possible and they will be subject to the school's usual disciplinary procedures

Safe storage - emergency medicine

Emergency medicines are readily available to pupils who require them at all times during the school day or at off site activities

Pupils carry their emergency medicine on them at all times. Pupils keep their own emergency medicines securely

Pupils are reminded to carry take their emergency medicines with them at all times

Pupils, 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 pupils 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 pupils without supervision or lockable as appropriate

All medicines are sent home with pupils 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

The Inclusion Manager 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

Enrolment forms

Parents 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 pupils starting at other times during the year are also asked to provide this information on enrolment forms.

Drawing up School Asthma Health Care Plans

We use an adapted School 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.

A school health care plan accompanied by an explanation is sent to all parents of pupils with asthma for completion:

at the start of the school year

at enrollment

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

The school nursing team is available, if required, to help complete the health care plan for pupils with particularly complex healthcare needs.

School Asthma Register

School Asthma Health Care Plans are used to create a centralised register of pupils with asthma

The Inclusion Manager has responsibility for the register at this school and they follow 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 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 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

Every pupil with a health care plan has their plan discussed and renewed at least once year

Parents and pupils are provided with a copy of the pupil's current agreed health care plan

Health care plans are kept in a secure central location at school

All members of staff who work with groups of pupils, have access to the health care plans of pupils in their care

When a member of staff is new to a pupil 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 pupils in their care

All staff protect pupil confidentiality

Permission from parents is sought 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

Health care plans are used to:

- Inform the appropriate staff and a 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 pupils 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/daily basis, if required.

A separate form must be completed by parents for short programmes of medicine and checked and signed by a member of SLT **before** any medication is given to a child.

No medication will be given before this form is completed.

All parents of pupils 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 school's agreement to administer those medicine/s on the health care plan. The school and parents keep a copy of this agreement

Parents of pupils with asthma at this 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 and school supervisors 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 pupils 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

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

Staff Training - record keeping

All staff attend online training in asthmas as well as anaphylaxis and epilepsy on a yearly basis.

All staff attending receives a certificate confirming the type of training they have had

A log of the asthma training is kept by the school.

All school staff that volunteer or are contracted to administer medicines are provided with training and support from the school asthma lead.

Our Lady and St Kenelm works in partnership with all interested and relevant parties including the school's governing body, all school staff, school nurses, parents, employers of school staff, healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the asthma policy. These roles are understood and communicated regularly:

The 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 school activities (this includes pupils). 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 pupils with asthma

Make sure the asthma policy is effectively monitored and regularly updated

Provide indemnity for teachers who volunteer to administer medicine to pupils with asthma

The head teacher has a responsibility to:

Ensure the school 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 pupils, school staff, SEND coordinators, welfare assistants, teaching assistants, school nurses, parents, governors, the school health service 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 pupils 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 school asthma register

Monitor and review the policy at least once a year, with input from staff and external stakeholders

All staff 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 pupils have asthma and be familiar with the content of their individual health plan

Allow all pupils 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 pupils 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 pupils need it

Be aware of pupils 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 pupils. (Pupils should not be forced to take part in activity if they feel unwell)

Ensure all pupils with asthma are not excluded from activities they wish to take part in

Ensure pupils have the appropriate medicines with them during activity or exercise and are allowed to take it when needed

The school nurse at this school 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

First Aiders have a responsibility to:

The minimum first aid provision in schools should include:

- Suitably stocked first aid container
- Appointed person to take care of emergencies and the first aid container
- Information on emergencies
- This minimum provision must be supplemented with a risk assessment to determine any additional provision needed

The Inclusion Manager has a responsibility to:

Know which pupils have asthma and which have special education needs because of their condition

Ensure pupils who have been unwell catch up on missed school work

Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangement in exams or course work

Welfare officers have a responsibility to:

Know which pupils with have a medical condition and which have special education needs because of their condition

Ensure all pupils 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 school 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 medical condition polic**y**

The parents 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

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 in writing of any changes to their child's condition

Ensure their medicines and medical devices are labelled with their full name

Ensure that their child's medicines are within their expiry dates

Keep their child at home if they are not well enough to attend school

Ensure their child catches up on school work using the Home Learning area on the school website.

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.

This policy is officially reviewed every two years.
The next review date is Autumn 2028