



Asthma Policy

Safeguarding Statement: The school is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Equality Statement: We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Bincombe Valley 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. 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. Bincombe Valley 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. Updates occur every year.

Policy Guidelines

Bincombe Valley is an inclusive community that aims to support and welcome children with asthma.

- At all times, every asthmatic child should have an inhaler in school (to remain in school) plus parental consent for staff to administer medicine and for the child to carry medicine.
- All inhalers should be named and the expiry date shown on the shaft of the inhaler.
- 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.
- Inhalers should be taken on all trips/outings – including church/swimming.

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

Bincombe Valley 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 Bincombe Valley 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.

Bincombe Valley ensures all classroom teachers, TAs and sporting coaches understand that pupil's with asthma should not be forced to take part in an 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. Bincombe Valley 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 aware of what to do in an emergency. Staff at Bincombe Valley 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 know what to do in an emergency for the children in their care with asthma.

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.

Bincombe Valley has clear guidance on the administration of medicines at school.

From 1st 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).

Bincombe Valley has an emergency asthma pack these include:

- ***One salbutamol inhaler and two spacers***
- ***Register of Parental Consent***
- ***'RED' Asthma Emergency Note – to go home***
- ***School Emergency inhaler usage logbook – Staff must record usage***

This is located in the school office.

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)

Emergency medicines

- All children at Bincombe Valley with asthma should 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.
- 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.

Bincombe Valley 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.
- 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.

Drawing up School Asthma Health Care Plans

Bincombe Valley uses 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 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. Bincombe Valley 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 Bincombe Valley 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.
- 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

Bincombe Valley 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

- 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 is available for short programmes of medicine if parents and school require it.
- 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 Bincombe Valley 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 Bincombe Valley 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

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

The parents at Bincombe Valley 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 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 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 Bincombe Valley 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 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.

Policy Adoption Date: September 2019

Review Date: September 2024

USE OF
SALBUTAMOL
FORM



EMERGENCY
INHALER CONSENT

Child's name: Year Group:
.....

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler.
2. My child has a working, in-date inhaler, clearly labelled with their name, which will remain in school and be collected at the end of the summer term.
3. I will ensure that my child's medication remains within its expiry dates.
4. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.
5. I have completed school healthcare plan for my child.
6. I will inform the school office of any changes to my child's medication, what they take and/or how much.
7. I will inform the school of any changes to my child's condition.
8. I will ensure my child has regular reviews with their doctor or specialist healthcare professional.

Signed: Date:
.....

Name (print) Relationship to child
.....

Parent's address and contact details:

.....
.....
.....
.....

Telephone:

.....

Alternative Telephone (1)

.....

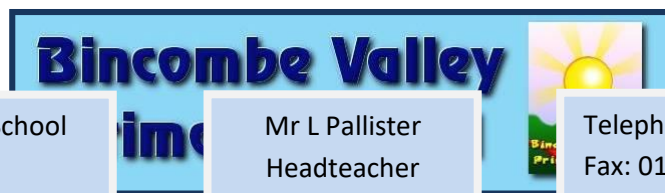
Alternative Telephone (2)

.....

E-mail:

.....

Annex B



Bincombe Valley Primary School
Culliford Way
Littlemoor
WEYMOUTH
DT3 6AF

Mr L Pallister
Headteacher

Telephone: 01305 832329
Fax: 01305 835450
office@bincombe.dorset.sch.uk

Date:

EMERGENCY SALBUTAMOL INHALER USE – LETTER TO PARENTS

Child's name: **Year Group:**

Dear

[Delete as appropriate]

This letter is to formally notify you that

.....
has had problems with his / her breathing today. This happened when

.....
.....
.....

- **A member of staff helped them to use their asthma inhaler.**
- **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.**

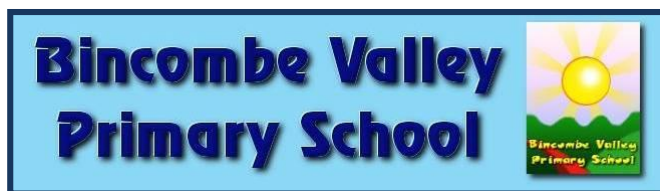
[Delete as appropriate]

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

Yours sincerely

A handwritten signature in black ink on a light blue grid background. The signature reads "Leif Pallister" with a stylized flourish at the end.

Mr Leif Pallister
Headteacher



REQUEST FOR A

THEIR OWN MEDICATION
(to be completed by parent/carer)

CHILD TO CARRY

Date

Child's name
Class
Address
Name of medicine (as described on the container)
Procedures to take in an emergency

Contact Details Name
Daytime Telephone
Relationship to Child

I would like my son/daughter to keep their medication themselves for use as necessary.

I understand that I must notify the school of any changes to my child's medication in writing.

Signed

.....

Print name

.....

Date

.....



Medical

**Bincombe Valley
Primary School**



Information



Form

This information will only be shared as appropriate and on a need to know basis.

Pupil's Name

.....

Date of Birth

.....

National Health Service Number

.....

Address

.....

.....

.....

Telephone Number

.....

Next of Kin

.....

Contact Details

.....

.....

HEALTH QUESTIONNAIRE (This must be completed and signed)

My child has the following medical condition(s) and requires ongoing treatment/
precautions:

(please tick all that apply):

- ☐ ADHD/ADD
- ☐ Asthma or other respiratory problems
- ☐ Currently taking any regular medication
- ☐ Diabetes
- ☐ Fits, Fainting or Blackouts
- ☐ Epilepsy
- ☐ Heart Condition
- ☐ Migraine

- ☐ Muscular/Joint problems
- ☐ Physical difficulties/disabilities
- ☐ Sight / Hearing Impairment
- ☐ Allergic reaction – please include food allergies (do not include dislikes)
- ☐ Other

.....

.....

.....

If you ticked any of the above, please give details of the condition below:-

.....

.....

.....

Please note that any medication held by school must be prescribed by a doctor, in the original container and clearly marked with the child's name. Parents must ensure medication is in date. Parents will have to sign the medication form and also need to dispose of medication after the prescribing period is complete.

All medication should be collected at the end of each term.

It is the responsibility of the parent/guardian to inform the school of any changes to the above information whether temporary or permanent.

I, as the parent/guardian of the above student admit to the information given as being true and correct and take full responsibility for any incident arising where information has been with-held.

Signed (Parent/Guardian)

Print Name

Relationship to young person

Please ensure you discuss with the SENDCo any special arrangements which need to be made for your child during class time.

Does your child require any medication during the school day? Yes / No

If yes, please give further details of the medication and the frequency. You will be required to come into school to complete a prescribing medication form.

.....

.....

.....

Other relevant information

