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# Dawley C of E Primary Academy



*Enriching Learning, Enriching Life'*

John 10:10 '...I have come that they may have life, and have it to the full.'

# Asthma Policy

**Date: September 2021**

**To be reviewed: September 2024**

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## Asthma Policy Statement

- **This Academy is an inclusive community that aims to support and welcome pupils with asthma**
- **This Academy ensures that the whole Academy environment, which includes physical, social, sporting and educational activities, is inclusive and favorable to pupils with asthma**
- **The Academy's asthma policy is drawn up in consultation with a wide range of local key stakeholders within both the Academy and health settings**
- **The Academy ensures 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 Academy staff receives annual asthma awareness training**
- **This Academy has clear guidance on the administration of medicines at Academy**
- **This Academy has clear guidance on the storage of medicines at Academy**
- **This Academy has clear guidance about record keeping**
- **Each member of the Academy 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

**This Academy is an inclusive community that aims to support and welcome pupils with asthma**

- Pupils with asthma are encouraged to take control of their condition
- Pupils feel confident in the support they receive from the Academy to help them do this
- Pupils with asthma are included in all Academy activities
- All staff feel confident in knowing what to do in an emergency
- The Academy asthma policy is understood and supported by the whole Academy and local health community

**This Academy ensures that the whole Academy environment, which includes physical, social, sporting and educational activities, is inclusive and favorable to pupils with asthma**

- This Academy is committed to providing pupils with a physical environment, which is accessible to pupils with asthma
- This Academy's commitment to an accessible physical environment includes out of Academy visits and the Academy ensures these visits are accessible to all pupils

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- This Academy ensures the needs of children and young people with asthma are adequately considered to ensure they have full access to extended Academy activities such as Academy discos, Academy productions, after Academy clubs and residential visits
  - All staff at this Academy 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 Academy's anti bullying and behavior policies
  - Staff use opportunities such as lessons to raise awareness of asthma amongst pupils and to help create a positive social environment
  - This Academy ensures all classroom teachers; PE teachers and sporting coaches understand that pupil's asthma should not be forced to take part in activity if they feel unwell
  - This Academy ensures all PE teachers, classroom teachers and Academy sport coaches are aware of the potential triggers for pupil's asthma when exercising and tips to minimise these triggers
  - This Academy ensures all pupils have the appropriate medicines with them during physical activity and that pupils take them when needed
  - Risk assessments must be carried out for any out of Academy visit 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 Academy

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

- Staff at this Academy understand their duty of care to pupils in the event of an emergency
- In an emergency situation Academy 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 Academy receive training and know what to do in an emergency for the children in their care with asthma
- Training is refreshed for all staff at least once a year
- This Academy uses Academy asthma healthcare plans to inform the appropriate staff (including supply teachers and support staff), of pupils in their care who may need emergency help
- This Academy has procedures in place for a copy of the pupil's health care plan to be sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent or the information on it is communicated to the hospital as soon as possible
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The Academy tries to ensure that the staff member will be one the pupil knows

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- Generally staff should not take pupils to hospital in their own car

## **The Academy has clear guidance on the administration of medicines at Academy**

### **Emergency medicines**

- All pupils at this Academy with asthma have easy access to their emergency medicines
- All pupils 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
- Pupils 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 Academy 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 pupils under the age of 16, but only with the written consent of the parent
- Training is given to all staff members who agree to administer medicines to 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 Academy 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 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 Academy 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 Academy's usual disciplinary procedures

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## **The Academy has clear guidance on the storage of medicines at Academy**

### **Safe storage - emergency medicine**

- Emergency medicines are readily available to pupils who require them at all times during the Academy day or at off site activities
- Most pupils at this Academy 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 Academy 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 Academy 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 Academy year. Medicines are not stored in Academy over the summer holidays
- It is the parent's responsibility to ensure new and in date medicines come into Academy on the first day of the new academic year

### **Safe disposal**

- Parents are asked to collect out of date medicines from Academy
- If parents do not pick up out of date medicines or at the end of the Academy 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

## **This Academy has clear guidance about record keeping**

### **Enrolment forms**

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

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

- This Academy uses an adapted Academy Health Care Plan from “Managing Medicines in Academy’s and Early Years Settings” guidance to record important details about individual children’s medical needs, their triggers, signs, symptoms, medicines
- An Academy health care plan accompanied by an explanation is sent to all parents of pupils with asthma for completion:
  - at the start of the Academy year
  - at enrolment
  - when a diagnosis is first communicated to the Academy
- The parents are asked to fill out the pupil’s Academy Asthma Health Care Plan. Parents then return these completed forms to the Academy. Parents may need to liaise with their child’s health care professionals to complete the form
- This Academy ensures that a relevant member of Academy staff is available, if required to help complete the health care plan for pupils with particularly complex healthcare needs

### **Academy Asthma Register**

- The Academy Asthma Health Care Plans are used to create a centralised register of pupils with asthma
- An identified member of staff has responsibility for the register at this Academy
- 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 this Academy 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 Academy use opportunities such as teacher-parent interviews to check that information held by the Academy on a pupil’s condition is accurate and up to date
- Every pupil with a health care plan at this Academy has their plan discussed and renewed at least once a year
- Parents and pupils at this Academy are provided with a copy of the pupil’s current agreed health care plan
- Health care plans are kept in the office at the Academy
- 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 Academy makes sure that they are made aware of (and have access to) the health care plans of pupils in their care
- The Academy ensures that all staff protect pupil confidentiality
- This Academy seeks permission from parents to allow the health care plan to be sent ahead to emergency care staff should an emergency happen during Academy hours or at an out of Academy hours Academy activity

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- This Academy seeks permission from the pupil and parents before sharing any medical information with any other party, such as when a pupil takes part in a work experience placement
  - This Academy 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 Academy that bring on symptoms and can cause emergencies
    - Ensure that all medicines stored at Academy are within the expiry date
    - Ensure this Academy'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 Academy for their child are within their expiry dates

### **Consent to administer medicines**

- If a child requires regular prescribed or non-prescribed medicines at Academy 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 Academy require it
- 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 Academy outlines the Academy's agreement to administer those medicine/s on the health care plan. The Academy and parents keep a copy of this agreement
- Parents of pupils with asthma at this Academy are all asked at the start of the Academy 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 Academy 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 Academy supervisors to help the pupil manage their condition while they are away including information about medicines not normally taken during Academy hours
- The medicines form is taken by the relevant staff member to the off site trip and for all out of Academy hours activities along with a copy of the pupil's health care plan

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- All parents of pupils with asthma attending a Academy 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**

- This Academy 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

### **Staff Training - record keeping**

- This Academy holds training on asthma once a year
- All staff attending receives a certificate confirming the type of training they have had
- A log of the asthma training is kept by the Academy and reviewed every 12 months to ensure all new staff receives training
- All Academy staff that volunteer or are contracted to administer medicines are provided with training by a healthcare professional

### **Each member of the Academy and health community know their roles and responsibilities in maintaining an effective medical condition policy**

This Academy works in partnership with all interested and relevant parties including the Academy's governing body, all Academy staff, Academy nurses, parents, employers of Academy 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 at this Academy. These roles are understood and communicated regularly.

### **This Academy'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 Academy 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

### **This Academy's Principal has a responsibility to:**

- Ensure the Academy 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, Academy staff, SEN coordinators, welfare assistants, teaching assistants, Academy nurses, parents,



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governors, the Academy health service the local authority transport service and local emergency care services

- Ensure that information held by the Academy 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 Academy and maintain the Academy asthma register
- Monitor and review the policy at least once a year, with input from staff and external stakeholders

**All staff at this Academy 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 Academy'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 Academy
- Ensure pupils who carry their medicines with them, have them when they go on an Academy 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

**First Aiders have a responsibility to:**

The minimum first aid provision in Academy's 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

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**Special Education Needs Officer have 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 Academy 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 Academy, have a responsibility to:**

- Help complete the Academy 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 Academy hours
- Offer the parents of every child a written self-management plan to ensure parents and children know how they self manage at Academy 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 Academy 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 Academy's medical condition policy

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

- Tell the Academy if their child has asthma
- Ensure the Academy has a complete and up-to-date Academy healthcare plan for their child
- Inform the Academy about the medicines their child requires during Academy hours
- Inform the Academy of any medicines the child requires while taking part in visits, outings or field trips and other out-of-Academy activities such as Academy team sports
- Tell the Academy about any changes to their child's medicines, what they take and how much
- Inform the Academy 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
- Keep their child at home if they are not well enough to attend Academy
- Ensure their child catches up on any Academy 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

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## Flowchart for the Management of an Asthma Attack in School

