



# **ASTHMA POLICY**

Senior member of staff responsible: Mr R Carlyle Director of Finance & Operations

Governor Committee: Premises, Security & Health and Safety

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Approved by Committee: PSH & S

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## ASTHMA POLICY

Meole Brace School is an inclusive community that aims to support and welcome students with asthma.

- Meole Brace School ensures that the whole school environment, which includes physical, social, sporting and educational activities, is inclusive and favourable to students with asthma.
- The school's Asthma Policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.
- The school ensures all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency. All school first aiders receive annual asthma awareness training.
- Meole Brace School has clear guidance on the administration of medicines.
- Meole Brace School has clear guidance on the storage of medicines.
- Meole Brace School has 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

Meole Brace School is an inclusive community that aims to support and welcome students with asthma.

- Students with asthma are encouraged to take control of their condition.
- Students feel confident in the support they receive from the school to help them do this.
- Students with asthma are included in all school activities.
- All staff feel confident in knowing what to do in an emergency (annual basic training).

The school Asthma Policy is understood and supported by the whole school and local health community.

**Meole Brace School ensures that the whole school environment, which includes physical, social, sporting and educational activities, is inclusive and favourable to students with asthma.**

- Meole Brace School is committed to providing students with a physical environment, which is accessible to students with asthma.
- Meole Brace School's commitment to an accessible physical environment includes out of school visits and the school ensures these visits are accessible to all students
- Meole Brace School ensures the needs of children and young people with asthma are met adequately.

## Key Message

Considered 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 Meole brace School are aware of the potential social problems that students 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 students and to help create a positive social environment.
- Risk assessments must be carried out for any 'out of school' 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 school.

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

- Staff at Meole Brace School understand their duty of care to students 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 Meole Brace School receive training and know what to do in an emergency for the children in their care with asthma.
- Training is refreshed for first aid staff at least once a year.
- Meole Brace School uses school asthma healthcare plans to inform the appropriate staff of students in their care who may need emergency help.
- In the event which necessitates the summoning of an ambulance, the following procedure should be noted and followed:

#### **Scenario 1**

- After the ambulance has been called and the parents of the student are informed of the circumstances. The parents inform the school that they are coming straight to school in order to accompany their child to hospital, either in the ambulance or their own vehicle. There is no requirement under this scenario for any school staff member to accompany the ambulance

#### **Scenario 2**

- After an ambulance has been called and the parents of the student are informed of the circumstances. The parents inform the school that they are going direct to the hospital in order to meet their child and the ambulance there. There is no requirement under this scenario for any school staff member to accompany the ambulance. The professional duty

of care passes from the school to the paramedics attending.

### **Scenario 3**

- After an ambulance has been called and the parents of the student are informed of the circumstances. The parents inform the school that they are unable to attend either the school or the hospital. There is a requirement for a school staff member, usually the First Aid Officer, to accompany the ambulance and the student to hospital pending the arrival of the parents. In these circumstances private vehicles should not be used, but the return journey should be undertaken by taxi, the cost of which will be met by the school.
- Regular review of this policy will enable staff to evaluate its impact and effectiveness.

The updated guidance advises from 1<sup>st</sup> 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 relief medication."

"The emergency inhaler can be used if consent has been given, if the students prescribed inhaler is not available (for example, because it is broken or empty)."

Meole Brace School will conform to the principles in this guidance and the Department of Health guidance:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/416468/emergency\\_inhalers\\_in\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf)

**The school has clear guidance on the administration of medicines at school.**

### **Emergency Medicines**

- All students at Meole Brace School with asthma have easy access to their emergency medicines.
- All students are encouraged to carry and administer their own emergency medicine, ensuring that their medication is up to date when their parents and health specialists determine they are able to start taking responsibility for their condition.
- 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.

### **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 student taking medicines unless they have been specifically contracted to do so.
- Training is given to all staff members who agree to administer medicines to students 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 immediately in writing by completing a medical consent form.
- If a student 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 students 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 student misuses medicines, either their own or another student's, their parents will be informed as soon as possible and they will be subject to the school's usual disciplinary procedures.

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

#### **Safe Storage - Emergency Medicine**

- Students are reminded to carry their emergency medicines with them at all times and made aware it's their responsibility to ensure medications are up to date.

#### **Safe Storage - General**

- All medicines are supplied and stored, wherever possible, in their original containers. All medicines need to be labelled with the student'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.
- 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.

- A named member of staff is responsible for checking the dates of medicines and arranging for the disposal of those that have expired.

## **Meole Brace School has clear guidance about record keeping**

### **Enrolment Forms**

- Parents at Meole Brace 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 students starting at other times during the year are also asked to provide this information on enrolment forms.

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

- Meole Brace School uses an adapted School Asthma 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 students with asthma for completion:
  - at the start of the school year
  - at enrolment
  - when a diagnosis is first communicated to the school
- The parents are asked to fill out the student's school Asthma Care Plan. Parents then return these completed forms to the school.

### **Asthma Register**

- The school Asthma Care Plans are used to create a register of students with asthma. The details are added to the document containing all serious medical conditions
- An identified member of staff has responsibility for the register at Meole Brace School.
- Parents at Meole Brace 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
- Asthma care plans are kept in the First aid room
- The school ensures that all staff protect student confidentiality
- Meole Brace School uses the Asthma care plans to:
  - inform the appropriate staff about the individual needs of a student with a medical condition in their care;
  - identify common or important individual student triggers at school that bring on symptoms and can cause emergencies;

## **Consent to Administer Medicines**

- If a child requires regular prescribed or non-prescribed medicines at school, parents are asked to provide consent giving first aid trained staff permission to administer medicines on a regular/daily basis, if required.
- All parents of students with asthma are asked to provide consent on the healthcare plan giving staff permission to administer medicines in an emergency.
- Parents are sent a medicine 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 student's current condition and their overall health. This provides up-to-date information to relevant staff and school supervisors to help the student 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 offsite trip and for all out-of-school hours' activities along with a copy of the student's healthcare plan.
- All parents of students 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 student 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 student manage their condition while they are away.

## **Other Record Keeping**

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

## **Staff Training - Record Keeping**

- Meole Brace School holds training on asthma once a year.

Meole Brace School 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 students to ensure the policy is planned, implemented and maintained successfully. The following roles and responsibilities are used for the Asthma Policy at Meole Brace School. These roles are understood and communicated regularly:

### **Meole Brace 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 school activities (this includes students). 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

students with asthma.

- make sure the Asthma Policy is effectively monitored and regularly updated.

**Meole Brace School's Headteacher 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 students, school staff, SEN co-ordinators, 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 students' individual care plans;
- ensure student confidentiality;
- assess the training and development needs of staff and arrange for them to be met;
- ensure all new staff know are provided with 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 at Meole Brace School 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.
- allow all students to have immediate access to their emergency medicines which are kept in the First aid room in labelled clear boxes.
- maintain effective communication with parents.
- Remind students who carry their medicines with them that it's their responsibility to have them when they go on a school trip or out of the classroom.
- be aware that long term conditions can affect a student's learning and provide extra help when students need it.
- liaise with parents, the child's healthcare professionals, special educational needs co-ordinator and welfare officers if a child is falling behind with their work because of their condition.
- understand asthma and the impact it can have on students. (Students should not be forced to take part in activity if they feel unwell.)

- ensure all students with asthma are not excluded from activities they wish to take part in.
- ensure students have the appropriate medicines with them during activity or exercise and are allowed to take it when needed.

**The Asthma Lead Officer at Meole Brace School has a responsibility to:**

- help update the school's Asthma Policy;
- Arrange 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 Asthma care plans.

**First Aiders have a responsibility to ensure the minimum first aid provision in schools includes:**

- suitably stocked first aid container;
- appointed person to take care of emergencies and the first aid container;
- information on emergencies.

**Parents have a responsibility to:**

- tell the school if their child has asthma;
- ensure the school has a complete and up-to-date school Asthma 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;
- keep their child at home if they are not well enough to attend school;
- ensure their child catches up on any school work they have missed;