

Supporting Pupils with Medical Conditions Policy

Barden Primary School is committed to ensuring that all pupils with medical conditions receive appropriate support to enable them to have full access to education, including educational visits, residential visits, sporting activities, wraparound provision and all aspects of school life.

We recognise that pupils with medical conditions may require ongoing support, medication, monitoring, emergency intervention or adjustments to enable them to access education safely and successfully. We are committed to working in partnership with parents, pupils, healthcare professionals and external agencies to ensure that individual health needs are understood and effectively supported.

The school will ensure that pupils with medical conditions are properly supported so that they can play a full and active role in school life, remain healthy, achieve their academic potential and develop independence where appropriate. This includes supporting both physical and mental health conditions. No pupil will be denied admission or prevented from attending school because arrangements for their medical condition have not yet been finalised. Where necessary, the school will put in place appropriate interim arrangements and risk assessments while an Individual Healthcare Plan or other support arrangements are being developed.

Aims

This policy aims to:

- Support pupils with medical conditions to access the same opportunities as their peers.
- Ensure pupils are safe and well supported whilst in school.
- Establish effective partnership working between school, parents and healthcare professionals.
- Ensure staff understand their responsibilities and receive appropriate training.
- Promote pupils' independence and self-management where appropriate.
- Ensure effective communication regarding pupils' medical needs.
- Provide clear procedures for the management of medicines and medical emergencies.
- Ensure compliance with statutory duties and current guidance.

Legislation and Guidance

This policy has been developed in accordance with:

- Section 100 of the Children and Families Act 2014.

- Department for Education statutory guidance: *Supporting Pupils at School with Medical Conditions*.
- Equality Act 2010.
- Health and Safety at Work Act 1974.
- Special Educational Needs and Disability (SEND) Code of Practice.
- Statutory Framework for the Early Years Foundation Stage (EYFS).
- Relevant national guidance relating to specific medical conditions and the administration of medicines in schools.

Roles and Responsibilities

Governing Board
The Governing Board will:
- Ensure arrangements are in place to support pupils with medical conditions.
- Ensure sufficient staff receive appropriate training.
- Monitor the effectiveness of the school's arrangements.
- Ensure policies and procedures are implemented effectively.
- Ensure appropriate insurance arrangements are in place.

Headteacher
The Headteacher has overall responsibility for implementing this policy and will:
- Ensure staff are aware of this policy and their responsibilities.
- Ensure adequate numbers of suitably trained staff are available.
- Ensure Individual Healthcare Plans (IHCPs) are developed where necessary.
- Ensure systems are in place for recording and sharing medical information.
- Ensure cover arrangements are available during staff absence.
- Liaise with healthcare professionals where appropriate.
- Monitor policy implementation.

Medical Leads
The school's designated Medical Leads are: Claire Holgate and John Coombs

They are responsible for:
- Coordinating support for pupils with medical conditions.
- Liaising with parents and healthcare professionals.
- Developing and reviewing Individual Healthcare Plans.
- Monitoring Medical Tracker records.
- Coordinating staff training requirements.
- Ensuring medical information remains current and accurate.

School Staff
All staff are responsible for:
- Following this policy.
- Being aware of pupils' medical needs where relevant to their role.
- Following Individual Healthcare Plans.
- Attending required training.

- Recording medication administration and medical incidents using Medical Tracker.
- Responding appropriately to medical emergencies.

  Any member of staff may be asked to provide support to pupils with medical conditions, including administering medication, although no member of staff can be required to do so. Staff must receive appropriate training before undertaking such responsibilities.

Parents and Carers
Parents and carers are responsible for:
- Informing the school of any medical condition.
- Providing up-to-date medical information.
- Providing prescribed medication and equipment.
- Ensuring medication is in date.
- Participating in the development and review of Individual Healthcare Plans.
- Informing the school of changes to their child's medical needs.

Pupils
Where appropriate, pupils will be encouraged to:
- Be involved in discussions regarding their medical support.
- Inform staff if they require assistance.
- Take increasing responsibility for managing their medical condition.
- Follow agreed healthcare arrangements.

Equality, Inclusion and Wellbeing

The school is committed to ensuring pupils with medical conditions are fully included in all aspects of school life. Pupils with medical conditions will be supported to participate in:
- Lessons
- Educational visits
- Residential visits
- Physical education
- Sporting activities
- Extra-curricular activities
- Wraparound care

Reasonable adjustments will be made where required to ensure safe participation.
The school recognises that medical conditions can impact emotional wellbeing as well as physical health. Staff will consider educational, social and emotional needs when planning support for pupils with medical conditions.

Notification of a Medical Condition

When the school is informed that a pupil has a medical condition, the following process will normally be followed:

1. Information received from parent, healthcare professional or previous setting.
2. Meeting arranged with parents and, where appropriate, the pupil.

3. Medical information gathered and reviewed.
4. Decision made regarding the need for an Individual Healthcare Plan.
5. Healthcare Plan obtained if required
6. Staff training requirements identified.
7. Medication arrangements agreed.
8. Relevant staff informed.
9. Support arrangements implemented.

The school will make every effort to ensure arrangements are put in place within two weeks of being notified of a medical condition and, where possible, before a pupil starts school. The school will not necessarily wait for a formal diagnosis before providing support where there is clear evidence of need.

Individual Healthcare Plans (IHCPs)

An Individual Healthcare Plan (IHCP) will be developed where appropriate. IHCPs may be required where a pupil:

- Has a long-term medical condition.
- Requires regular medication in school.
- Has a life-threatening condition.
- Requires emergency intervention.
- Has complex healthcare needs.

IHCPs will be developed in partnership with:

- Parents/carers
- The pupil (where appropriate)
- Relevant healthcare professionals
- School staff

Plans will include, where appropriate:

- Medical condition, symptoms and triggers.
- Medication requirements.
- Storage arrangements.
- Emergency procedures.
- Staff responsibilities.
- Educational, emotional and social support needs.
- Arrangements for school visits and activities.
- Review dates.

Plans will be reviewed annually, or sooner if a pupil's needs change. Individual Healthcare Plans will be stored on Medical Tracker, in the red medical information folder kept securely in class, and in the pupil's red drawstring bag where medication is required.

Mental Health Conditions

The school recognises that medical conditions include both physical and mental health needs.

Where a pupil has a diagnosed mental health condition or requires medical support relating to their emotional wellbeing, arrangements will be planned in partnership with parents, healthcare professionals and relevant agencies. Where appropriate, support arrangements may be documented within an Individual Healthcare Plan or linked to other existing support plans.
The school will consider the impact of mental health conditions on attendance, learning, social interaction and emotional wellbeing and will make reasonable adjustments to support pupils in accessing education successfully.

Allergies and Anaphylaxis

The school recognises that allergies, including severe allergies that may result in anaphylaxis, are medical conditions requiring appropriate support and planning. Arrangements for the identification, assessment and management of allergies are set out within the school's **Allergy Safety and Anaphylaxis Policy**, which should be read alongside this policy. The Allergy Safety and Anaphylaxis Policy includes procedures relating to:

- Identification of pupils with allergies.
- Individual Healthcare Plans.
- Allergy Action Plans.
- Medication management.
- Emergency response procedures.
- Staff training.
- Educational visits.
- Risk assessment.
- Incident recording and review.

Asthma

The school recognises that asthma is a common long-term medical condition that may require pupils to use inhalers, avoid triggers, receive monitoring or emergency intervention. Clear arrangements will be in place to ensure pupils with asthma are identified promptly and supported effectively.

Identification of Pupils with Asthma

Parents/carers must inform the school if their child has asthma or uses any inhaler. Parents must provide a completed **Asthma UK School Card (using our adapted Microsoft Form)** which outlines the child's symptoms, triggers and usual inhaler use. The school will maintain an Asthma Register listing all pupils with asthma. Staff will refer to the red medical information folder in each classroom, which includes details of pupils with identified medical needs.

Information Required from Parents

Parents/carers must provide:

- A completed Asthma UK School Card (using our adapted Microsoft Online Form) Asthma Information and Consent Form دمہ کی معلومات اور رضامندی کا فارم – Fill in form

- A Personalised Asthma Action Plan (PAAP) completed by the child's GP or asthma nurse – where one is available.
- Prescribed inhalers in original labelled packaging.
- Consent for school to administer inhalers and, where applicable, the emergency inhaler.
- Updated information following any medication change, hospital admission or A&E attendance.

Individual Healthcare Plans (IHCPs)

An Individual Healthcare Plan (IHCP) will be developed for pupils who:

- Have moderate or severe asthma.
- Require regular inhaler use in school.
- Have had recent hospital or A&E attendance.
- Have complex triggers or require additional monitoring.
- Require emergency medication arrangements beyond standard inhaler use.

Where asthma is mild and well-controlled, the Asthma UK School Card and Personalised Asthma Action Plan (PAAP) may be sufficient without a full IHCP.

Storage and Access to Inhalers

- Asthma inhalers will be stored in clearly labelled zip wallets within the classroom medication cupboard along with a 'Record of Asthma Inhaler Usage Form'.

- An Emergency Asthma Kit will be stored in the first aid area in a clearly labelled box. This kit will contain Inhalers must remain readily accessible at all times and must never be locked away.

- KS2 pupils may carry their inhalers if agreed and documented within their PAAP/IHCP.

Recording Use of Inhalers

Every use of a pupil's inhaler must be recorded immediately, including:

- Date
- Time
- Number of puffs
- Symptoms or trigger
- Staff signature

A record sheet will be kept inside the pupil's inhaler zip wallet. All inhaler use will also be logged on Medical Tracker.

Parents/carers will be informed the same day if:

- Inhaler use is more frequent than usual.

- Symptoms indicate worsening asthma control.
- The emergency inhaler has been used.

Emergency Asthma Kit and Emergency Inhaler Use

The school's emergency asthma kit is stored in the First Aid cupboard within the First Aid area and is clearly labelled. The kit contains a salbutamol reliever inhaler, appropriate spacer devices, instructions for use, and documentation to record any use of the emergency inhaler. The contents of the kit will be checked regularly to ensure that all items are present, in good condition, and within their expiry dates.

If the emergency asthma inhaler is used, staff must complete the 'Emergency Asthma Inhaler Use Record Form' as soon as possible following administration. The incident must also be recorded on Medical Tracker, the school's online medical recording system. A copy of the completed 'Emergency Asthma Inhaler Use Form' should be provided to parents/carers, preferably on the same day, to ensure they are informed of the incident, the circumstances in which the inhaler was used, and any follow-up action required.

Emergency Asthma Procedures

The school follows national guidance from Asthma UK and NHS England to ensure a safe, consistent response to any asthma emergency. Staff will follow the pupil's Personalised Asthma Action Plan (PAAP) and the school's emergency asthma protocol (below). Emergency inhalers may be used if the pupil's own inhaler is not available or symptoms persist. Emergency services will be contacted where required. All emergency incidents will be recorded using Medical Tracker and parents informed promptly.

All staff must follow the steps below:

Emergency Asthma Protocol

- Keep the child **upright** and calm.
- **Do NOT lie the child down.**
- Stay with the child; send another adult to fetch help.
- Bring the child's **reliever inhaler (blue)** and **spacer**.
- Use the **school emergency salbutamol inhaler** if the child's own inhaler is not available or ineffective.
- Follow the child's if available.
- If no Personalised Asthma Action Plan (PAAP): give **1 puff** of salbutamol via spacer every **30–60 seconds**, up to **10 puffs**.
- Monitor breathing, colour and ability to speak.
- Do not leave the child alone.
- Call parents/carers.
- If symptoms do **not** improve after 10 puffs, **call 999 immediately**.
- Also call 999 straight away if the child is:
    - Too breathless to speak
    - Extremely distressed, drowsy or exhausted

    - Turning blue/pale
    - Getting worse quickly
    - Or staff are worried at any point
- Continue giving **1 puff every minute** until help arrives.
- Inform parents/carers and record inhaler use.
- Request an updated PAAP after any hospital attendance.
- Review IHCP if applicable and update the Asthma Register

Managing Medicines

Medicines will only be administered in school where it would be detrimental to a pupil's health or attendance if the medication were not provided during the school day.

The school will only accept medicines that:

- have been prescribed for the individual pupil;
- are supplied in their original pharmacy-dispensed container;
- are clearly labelled with the pupil's name, dosage instructions and storage requirements;
- are within their expiry date.

Medication will only be administered to the pupil for whom it has been prescribed and strictly in accordance with the prescriber's instructions.

Procedures for Receiving, Storing and Administering Medication

Medicines and medical devices required in an emergency, such as inhalers, adrenaline auto-injectors and diabetic supplies, will be readily accessible at all times and will not be locked away.

Parents/carers must complete the school's '**Parental Agreement for Barden Primary School to Administer Medication to a Child' form**' before any medication can be administered in school. Medication must be delivered directly to and collected from the school office by a parent or carer and must not be brought into school or taken home by a child.

Office Receipt Procedures

Upon receipt of the medication, office staff will check that:

- A completed parental consent form has been received.
- The medication is prescribed for the individual child.
- The medication is clearly labelled with the child's name.
- The medication is supplied in its original pharmacy-dispensed container or packaging.
- The medication is within its expiry date.
- The medication includes clear instructions for administration, dosage and storage.
- The medication appears to be in an acceptable condition and suitable for use.

Medication that does not meet these requirements will not be accepted for administration by the school.

When medication is accepted into school, office staff will:

1. Complete the **Office Use Only - Medication Acceptance Checklist** and receipt section of the *Parental Agreement for Barden Primary School to Administer Medication to a Child* form.
2. Place the medication in a clearly labelled zip wallet displaying the child's name and class.
3. Place a copy of the parental agreement form and a *Record of Administration of Medication to a Child* form inside the wallet. The original parental agreement form will be retained in the school office.
4. Notify the pupil's class teacher and any other relevant staff of the medication received, including dosage requirements, administration times, storage arrangements and any specific instructions that must be followed.
5. Obtain the class teacher's signature to confirm the handover of information has taken place.
6. Transfer the medication to the agreed secure storage location in accordance with the medication's storage requirements.

Storage of Prescribed Medication

All medication will be stored safely and in accordance with the manufacturer's instructions.

- Medication requiring refrigeration will be stored in an appropriate refrigerator away from children in the main staff room.

- Other medication will be stored in a transparent, clearly labelled medication box within the designated classroom medication cupboard. The cupboard will be clearly identified with a white cross on a green background and the sign *'Medication Stored Here'* and will be kept securely out of the reach of children.

Storage of Prescribed Emergency Medication

Emergency medication will remain readily accessible at all times in line with the pupil's Individual Healthcare Plan. Pupils and relevant staff will know where medication is stored and how it can be accessed quickly in an emergency

- Pupils with prescribed emergency medication will have an individual red emergency medication drawstring bag marked with a white cross for easy identification.
- Each drawstring bag will be clearly labelled with the pupil's name.
- The drawstring bag will be stored on a designated high hook on the inside of the classroom door, out of the reach of pupils but readily accessible to staff in an emergency.
- Inside each drawstring bag will be:
  - The pupil's prescribed emergency medication.
  - A clearly labelled zip wallet containing the pupil's Individual Healthcare Plan (IHCP) and any associated medical documentation
- Staff will ensure that emergency medication remains readily accessible at all times and is never locked away or stored in a location that could delay access during an emergency.

- Pupils in Key Stage 2 will take responsibility for carrying their own emergency medication rucksack whenever they move to another location on the school site, such as the sports hall, and during educational visits and other off-site activities. The class teacher remains responsible for checking that the rucksack is with the pupil before leaving the classroom and upon arrival at the destination and is returned to the hook upon return to the classroom.
- For younger pupils, the class teacher or designated member of staff will carry the emergency medication rucksack whenever the class leaves the classroom and return it to the hook upon return to the classroom.
- During playtimes and lunchtimes, all staff will be aware that emergency medication rucksacks are stored on the designated hook behind the classroom door and can be accessed quickly if required.
- Staff supporting pupils with medical needs will be made aware of the location of emergency medication and any specific emergency procedures detailed within the pupil's Individual Healthcare Plan.

Storage of Asthma Inhalers

- Asthma inhalers will be stored in a clearly labelled zip wallet displaying the pupil's name and kept within the designated medication box in the classroom medication cupboard.

- A record of inhaler use form will also be kept within the zip wallet. Whenever an inhaler is used, a member of staff must supervise its administration and complete and sign the record form to document the date, time and dosage taken.

Location and Use of Emergency Adrenaline Auto-Injectors

The school maintains two KittMedical boxes containing emergency adrenaline auto-injectors to ensure rapid access in the event of an anaphylactic emergency. One box is located in the main school first aid area and the second is located in the Year 6 kitchen area. Both locations are clearly identified and known to staff. All staff receive training in the recognition of anaphylaxis and the administration of adrenaline auto-injectors, enabling them to respond promptly and effectively in an emergency.

Storage of Medical Files

A red medical information folder will be kept in the medication cupboard within each classroom. The folder will include details of all pupils with identified medical needs and copies of any Individual Healthcare Plans (IHCPs). Staff are responsible for familiarising themselves with the information contained within the folder and referring to it as necessary when supporting pupils.

Administering Medication

Medication will only be administered by appropriately trained members of staff. Before administering medication, staff must:

- Refer to the pupil's IHCP and/or medication administration form to verify the dosage, administration requirements and any relevant medical information.

- Check the child's identity.
- Check the medication name.
- Check that the medication is prescribed for that child.
- Check the dosage required.
- Check the time the medication is due.
- Check the expiry date.
- Check any specific administration instructions.

The school operates a two-adult administration procedure. One member of staff will administer the medication, and a second member of staff will witness the administration. Both members of staff must verify that the correct medication is being given to the correct child at the correct time and in the correct dosage. Following the administration of medication, the medication record must be completed and signed by both the member of staff who administered the medication and a second member of staff who witnessed the administration.

Recording Administration

Immediately following administration:

- Both members of staff must sign the **Record of Medicine Administered to an Individual Child Form**.
- The record must include the date, time, medication administered, dosage given and any observed side effects or reactions.
- Any concerns regarding a pupil's response to medication must be reported to the Headteacher or designated Medical Lead and parents/carers informed where appropriate.

Returning Medication

When medication is no longer required, has expired, or the course of treatment has ended, it must be collected by a parent or carer from the school office. Medication will only be returned directly to a parent/carer and must never be sent home with a pupil. Parents/carers must sign to say they have collected the medicine.

Pupils Managing Their Own Medical Needs

Following discussion with parents and healthcare professionals, pupils who are competent to do so may be supported to manage their own medication and healthcare procedures. Any self-management arrangements will be clearly documented within the pupil's Individual Healthcare Plan.

Staff will not force pupils to take medication or undertake healthcare procedures if they refuse. Instead, staff will follow the agreed procedures detailed within the pupil's healthcare plan and inform parents as appropriate.

Record Keeping

The school will maintain accurate records of:

- Individual Healthcare Plans.
- Medication administration.
- Medical incidents and injuries.
- Staff training.
- Consent forms.
- Emergency interventions.

Medical records will be maintained using Medical Tracker and any other agreed systems. Written records provide evidence that agreed procedures have been followed and help ensure continuity of care.

Emergency Procedures

The school will ensure clear arrangements are in place for responding to medical emergencies. Where a pupil has an Individual Healthcare Plan, this will clearly set out:

- What constitutes an emergency.
- Action to be taken.
- Staff responsibilities.
- Emergency contact information.

In an emergency:

- Staff will follow the pupil's healthcare plan.
- Emergency services will be contacted where required.
- Parents/carers will be informed as soon as possible.
- A member of staff will remain with the pupil until responsibility is transferred to a parent, carer or healthcare professional.

All medical emergencies and significant incidents will be recorded using Medical Tracker.

Educational Visits, Residential Visits and Sporting Activities

The school is committed to ensuring pupils with medical conditions can participate fully in educational visits, residential visits and sporting activities. Risk assessments will be completed where appropriate and will consider:

- Medication requirements.
- Access to emergency medication.
- Staff training needs.
- Individual medical risks.
- Emergency arrangements.

Parents, pupils and healthcare professionals may be consulted when planning support arrangements.

Staff Training

The school will ensure appropriate training is available for staff supporting pupils with medical conditions. Training may include:

- Whole-school awareness training.
- First aid training.
- Condition-specific medical training.
- Administration of medication.
- Use of emergency medication.
- Medical emergency procedures.

Training needs will be identified through the development and review of Individual Healthcare Plans. New staff will receive appropriate information and training as part of their induction.

Early Years Foundation Stage (EYFS)

For children within the Early Years Foundation Stage, the school will comply with the requirements of the Statutory Framework for the Early Years Foundation Stage. The school will ensure:

- Written permission is obtained before medicines are administered, except where a prescribed medicine must be administered in an emergency.
- Records are maintained whenever medication is administered.
- Parents are informed on the same day if medication has been administered.
- Appropriate numbers of staff hold current paediatric first aid qualifications.
- Suitable arrangements are in place to support children with ongoing medical conditions and allergies.
- Paediatric first aid trained staff are present during snack times within the EYFS provision and lunchtimes in the dinner hall.

Unacceptable Practice

The school will not:

- Prevent pupils from accessing medication when required.
- Assume all pupils with the same condition require the same support.
- Ignore the views of pupils, parents or healthcare professionals.
- Send pupils with medical conditions home unnecessarily.
- Send unwell pupils unaccompanied to the office or first aid area.
- Penalise pupils for medical-condition-related absences or appointments.
- Prevent pupils from accessing food, drink, rest breaks or toileting facilities where medically required.
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, unless the medication does not meet the requirements of this policy and therefore cannot be accepted or administered by school staff

- Exclude pupils from educational visits, sporting activities or other aspects of school life unless there is clear medical evidence that participation would not be safe.

Insurance and Liability

The Governing Body will ensure appropriate insurance arrangements are in place to cover staff providing support to pupils with medical conditions. Staff will be informed of the insurance arrangements that apply to their role and any training requirements associated with insurance provision.

APPENDICES

Barden Primary School
Only my best is good enough for me

Parental Agreement for Barden Primary School to Administer Medication to a child

The school will not give your child medicine unless you complete and sign this form.
Medicines must be in the original container as dispensed by the pharmacy

Name of child and Class	
Date of birth	
Medical condition or illness	
Name/type of medicine (as described on the container)	
Expiry date	
Dosage, how often (time) and method	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
MEDICATION RETURN DATE: Parent/Carer date and signature when medication is returned to them	

Parent/Carer Details

Name	
Daytime telephone no.	
Relationship to child	
I understand that I must personally deliver the medicine to and collect it from the school office. Y or N	

The above information is, to the best of my knowledge, accurate at the time of writing, and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature of parent/carer _____ Date _____

Office Use Only - Medication Acceptance Checklist

☐ Parent/carer consent form completed and signed

☐ Medication delivered by parent/carer

☐ Medication prescribed for the named child

☐ Child's name clearly displayed on medication label

☐ Medication supplied in original pharmacy-dispensed container/packaging

☐ Medication in date

☐ Dosage instructions clearly stated

☐ Storage instructions confirmed

☐ Quantity of medication recorded

☐ Medication placed in labelled zip wallet

☐ Copy of this form included within the zip wallet

Medication received by	
Signature	
Date	
Handover date and signature (class teacher)	



Parental Agreement for Barden Primary School to Administer Medication to a child

The school will not give your child medicine unless you complete and sign this form. Medicines must be in the original container as dispensed by the pharmacy

Name of child and Class	
Date of birth	
Medical condition or illness	
Name/type of medicine (as described on the container)	
Expiry date	
Dosage, how often (time) and method	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
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Parent/Carer Details

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Daytime telephone no.	
Relationship to child	
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☐ Medication delivered by parent/carer
☐ Medication prescribed for the named child
☐ Child's name clearly displayed on medication label
☐ Medication supplied in original pharmacy-dispensed container/packaging
☐ Medication in date
☐ Dosage instructions clearly stated
☐ Storage instructions confirmed
☐ Quantity of medication recorded
☐ Medication placed in labelled zip wallet
☐ Copy of this form included within the zip wallet

Medication received by	
Signature	
Date	
Handover date and signature (class teacher)	

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Record of Administration of Medication to a Child (TWO STAFF MEMBERS MUST BE PRESENT)

Date	Child's Name	Time	Name of Medicine	Dose Given (CHECK LABEL)	Name and Signature of staff administering medicine	Name and Signature of staff WITNESSING administering medicine	Any reactions in pupil?

Please return completed forms to the school office



Record of Asthma Inhaler Usage Form

Name:	Class:	Inhaler Use by Date:

Date	Time	Location	Possible Trigger	Dosage	Staff Signature	Witnessed by


Medication
Box


Medication
Box


Medication
stored here


Medication
stored here


Emergency
Inhaler
Stored Here


Emergency
Inhaler
Stored Here

School Asthma Card

To be filled in by the parent/carer

Child's name

Date of birth D D M M Y Y

Address

Parent/carer's name

Telephone – home

Telephone – mobile

Email

Doctor/nurse's name

Doctor/nurse's telephone

This card is for your child's school. **Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes during the year.** Medicines and spacers should be clearly labelled with your child's name and kept in agreement with the school's policy.

Reliever treatment when needed

For shortness of breath, sudden tightness in the chest, wheeze or cough, help or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

Medicine	Parent/carer's signature

If the school holds a central reliever inhaler and spacer for use in emergencies, I give permission for my child to use this.

Parent/carer's signature Date

D D M M Y Y

Expiry dates of medicines

Medicine	Expiry	Date checked	Parent/carer's signature

Parent/carer's signature Date

D D M M Y Y

What signs can indicate that your child is having an asthma attack?

Does your child tell you when he/she needs medicine?

☐ Yes ☐ No

Does your child need help taking his/her asthma medicines?

☐ Yes ☐ No

What are your child's triggers (things that make their asthma worse)?

☐ Pollen ☐ Stress

☐ Exercise ☐ Weather

☐ Cold/flu ☐ Air pollution

If other please list

Does your child need to take any other asthma medicines while in the school's care?

☐ Yes ☐ No

If yes please describe

Medicine	How much and when taken

Dates card checked

Date	Name	Job title	Signature / Stamp

To be completed by the GP practice

What to do if a child is having an asthma attack

1. Help them sit up straight and keep calm.
2. Help them take one puff of their reliever inhaler (usually blue) every 30-60 seconds, up to a maximum of 10 puffs.
3. **Call 999 for an ambulance if:**
   - their symptoms get worse while they're using their inhaler – this could be a cough, breathlessness, wheeze, tight chest or sometimes a child will say they have a 'tummy ache'
   - they don't feel better after 10 puffs
   - you're worried at any time.
4. You can repeat step 2 if the ambulance is taking longer than 15 minutes.

asthma UK

Any asthma questions?
Call our friendly helpline nurses
0300 222 5800
(Monday-Friday, 9am-5pm)
www.asthma.org.uk

The Asthma UK and British Lung Foundation Partnership is a company limited by guarantee 01863614 (England and Wales). VAT number 648 8121 18. Registered charity numbers 802364 and SCO39322
Your gift will help Asthma UK fund vital research projects and provide people with asthma with the support they need. © Asthma UK Last reviewed and updated 2020; next review 2023.

Barden Primary School

Only my best is good enough for me

Emergency Asthma Inhaler Use – Record Form

Pupil Name and Class	
Daste and time of use	
Reason for emergency use **Child's own inhaler unavailable/empty/not effective**	
Symptoms observed: (wheeze, cough, breathlessness, chest tightness)	
Trigger: (exercise, cold air, illness, allergen, unknown)	
Number of puffs given	
Administering staff (print name and sign)	
Witnessing staff (print name and sign)	
Pupil Response - immediate	
Symptoms of 5-10 minutes	
Further action: (monitoring, moved to first aid area, 999 called)	
Parent/carer notified (date and time and method: phone, in person)	
Update to PAAP/IHCP needed: Yes / No	
Additional notes:	

School Register of Pupils Diagnosed with Asthma

School Name: **Lead contact:**

Name	Form Group	Individual health care plan Y/N	Parental permission for use of school emergency inhaler Y/N		Name	Form Group	Individual health care plan Y/N	Parental permission for use of school emergency inhaler Y/N

Dated compiled__________________ Review date ____________________

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