

DUDLEY ACADEMIESTRUST

Supporting Learners with Medical Needs

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Aims

This policy aims to ensure that:

- Learners, staff and parents and carers understand how our Trust will support learners with medical conditions.
- Learners with medical conditions are properly supported to allow them to access the same education as other learners, including school trips and sporting activities.

The Local Advisory Committee will implement this policy by:

- Making sure sufficient staff are suitably trained.
- Making staff aware of learner's condition, where appropriate.
- Making sure there are cover arrangements to ensure someone is always available to support learners with medical conditions.
- Providing supply teachers with appropriate information about the policy and relevant learners.
- Developing and monitoring individual healthcare plans (IHPs).

Legislation and Statutory Responsibilities

This policy meets the requirements under [Section 100 of the Learners and Families Act 2014](#), which places a duty on Local Advisory Committees to make arrangements for supporting learners at their academy with medical conditions.

It is also based on the Department for Education's statutory guidance: [Supporting learners at school with medical conditions](#).

This policy also complies with our funding agreement and articles of association.

Roles and Responsibilities

The Local Advisory Committee

The Local Advisory Committee has ultimate responsibility to make arrangements to support learners with medical conditions. The Local Advisory Committee will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting learners with medical conditions.

The Principal

The Principal will:

- Make sure all staff are aware of this policy and understand their role in its implementation.
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations.
- Take overall responsibility for the development of IHPs.
- Make sure that school staff are appropriately insured and aware that they are insured to support learners in this way.

- Contact the school community nurse in the case of any learner who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school community nurse.
- Ensure that systems are in place for obtaining information about a child’s medical needs and that this information is kept up to date.

Staff

Supporting learners with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to learners with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support learners with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of learners with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a learner with a medical condition needs help.

Parents and Carers

Parents and Carers will:

- Provide the academy with sufficient and up-to-date information about their child’s medical needs.
- Be involved in the development and review of their child’s IHP and may be involved in its drafting.
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment.

Learners

Learners with medical conditions will often be best placed to provide information about how their condition affects them. Learners should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

School Community Nurses and Other Healthcare Professionals

When our school community nurses are notified that a learner has been identified as having a medical condition that will require support in school, they will inform the academy and will contact the parent/carer to establish if a health care plan is required. This will be before the learner starts school, wherever possible.

Healthcare professionals, such as GPs and paediatricians, will liaise with school Welfare Officer and notify them of any learners identified as having a medical condition.

Equal Opportunities

Our Trust is clear about the need to actively support learners with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The academy will consider what reasonable adjustments need to be made to enable these learners to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that learners with medical conditions are included. In doing so, learners, their parents and carers and any relevant healthcare professionals will be consulted.

Being Notified That a Learner Has a Medical Condition

When the academy is notified that a learner has a medical condition, the process outlined below will be followed to decide whether the learner requires an IHP.

The academy will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for learners who are new to an academy.

Individual Healthcare Plans

The principal has overall responsibility for the development of IHPs for learners with medical conditions. This has been delegated to the school/community nurse.

Plans will be reviewed at least annually or earlier if there is evidence that the learner's needs have changed.

Plans will be developed with the learner's best interests in mind and will set out:

- What needs to be done.
- When.
- By whom.

Not all learners with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the principal will make the final decision.

Plans will be drawn up in partnership with the academy, parents and carers and a relevant healthcare professional, specialist or paediatrician, who can best advise on the learner's specific needs. The learner will be involved wherever appropriate.

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a learner has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the learner's condition and how much support is needed. The Local Advisory Committee and the school community nurse will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments.
- The learner's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons.

- Specific support for the learner’s educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions.
- The level of support needed, including in emergencies. If a learner is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring.
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the learner’s medical condition from a healthcare professional, and cover arrangements for when they are unavailable.
- Who in the academy needs to be aware of the learner’s condition and the support required.
- Arrangements for written permission from parents/carers and the principal for medication to be administered by a member of staff, or self-administered by the learner during school hours.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the learner can participate, e.g. risk assessments.
- Where confidentiality issues are raised by the parent/carer/learner, the designated individuals to be entrusted with information about the learner’s condition.
- What to do in an emergency, including who to contact, and contingency arrangements.

Managing Medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the learner’s health or school attendance not to do so **and**
- Where we have parents’/carers written consent.

The only exception to this is where the medicine has been prescribed to the learner without the knowledge of the parents/carers.

Learners under 16 will not be given medicine containing aspirin unless prescribed by a Doctor.

Anyone giving a learner any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents/carers will always be informed.

The academy will only accept prescribed medicines that are:

- In-date.
- Labelled.
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.

The academy will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Learners will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to learners and not locked away.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required.

Controlled Drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

A learner who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another learner to use. All other controlled drugs are kept in a secure cupboard and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

Learners Managing Their Own Needs

Learners who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and it will be reflected in their IHPs.

Learners will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a learner to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents/carers so that an alternative option can be considered, if necessary.

Unacceptable Practice

Staff should use their discretion and judge each case individually with reference to the learner's IHP, but it is generally not acceptable to:

- Prevent learners from easily accessing their inhalers and medication, and administering their medication when and where necessary.
- Assume that every learner with the same condition requires the same treatment.
- Ignore the views of the learner or their parents/carers.
- Ignore medical evidence or opinion (although this may be challenged).
- Send learners with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs.
- If the learner becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise learners for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.

- Prevent learners from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their learner, including with toileting issues. No parent/carer should have to give up working because the academy is failing to support their child's medical needs.
- Prevent learners from participating, or create unnecessary barriers to learners participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their child.
- Administer, or ask learners to administer, medicine in school toilets.

Emergency Procedures

Staff will follow the academy's normal emergency procedures (for example, calling 999). All learners' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a learner needs to be taken to hospital, staff will stay with the learner until the parent/carer arrives, or accompany the learner to hospital by ambulance.

Training

Staff who are responsible for supporting learners with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to learners with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the academy Staff Development Officer. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the learners.
- Fulfil the requirements in the IHPs.
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

Record Keeping

The Local Advisory Committee will ensure that written records are kept of all medicine administered to learners. Parents and carers will be informed if their learner has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.

Liability and Indemnity

The Local Advisory Committee will ensure that the appropriate level of insurance is in place and appropriately reflects the academy's level of risk.

We will ensure that we are a member of the Department for Education's risk protection arrangement (RPA).

Complaints

Parents and carers with a complaint about their child's medical condition should discuss these directly with the school Learning Managers in the first instance. If they cannot resolve the matter, they will direct parents/carers to the academy's complaints procedure.

Monitoring Arrangements

This policy will be reviewed annually and approved by the board of trustees.

Links to Other Policies

This policy links to the following policies:

- Accessibility plan.
- Complaints.
- Equality information and objectives.
- First aid.
- Health and safety.
- Child Protection and Safeguarding.
- Special Educational Needs Information Report and Policy.

Asthma Policy

Dudley Academies Trust is an inclusive community that aims to support and welcome learners with asthma.

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

All staff understand their duty of care to learners in the event of an emergency. All staff feel confident in knowing what to do in an emergency and all staff receive annual asthma awareness training.

The academy has clear guidance on the administration and storage of medicines together with clear guidance about record keeping.

Each member of the academy and health community knows their roles and responsibilities in maintaining and implementing an effective medical needs policy. The asthma policy is regularly reviewed evaluated and updated annually.

Policy Guidelines

Dudley Academies Trust ensures that the whole environment, which includes physical, social, sporting and educational activities, is inclusive and favourable to learners with asthma.

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

This Trust and its academies ensures that the whole school environment, which includes physical, social, sporting and educational activities, is inclusive and favourable to learners with asthma.

- We are committed to providing learners with a physical environment, which is accessible to learners with asthma.
- Our commitment to an accessible physical environment includes out of school visits and the academy ensures these visits are accessible to all learners.
- We ensure the needs of learners and young people with asthma are adequately considered to ensure they have full access to extended school activities such as discos, productions, after school clubs and residential visits.
- All staff at our academies are aware of the potential social problems that learners with asthma may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the academy's Behaviour policy.
- Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of asthma amongst learners and to help create a positive social environment.

- This academy ensures all classroom teachers; PE teachers, other staff and sporting coaches understand that a learner with asthma should not be forced to take part in activity if they feel unwell.
- This academy ensures all PE teachers and classroom teachers are aware of the potential triggers for learner’s asthma when exercising and tips to minimise these triggers.
- This academy ensures all learners have the appropriate reliever inhaler with them during physical activity and that learners take them when needed.
- Risk assessments must be carried out for any out of school visits 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 the academy.

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

- Staff understand their duty of care to learners in the event of an emergency.
- In an emergency situation staff are required under common law duty of care, to act like any reasonably prudent parent/carer. This may include administering medicines.
- All relevant staff who work with learners at this setting receive training and know what to do in an emergency for the learner in their care with asthma.
- Training is refreshed for all relevant staff at least once a year.
- Our academies use asthma healthcare plans to inform the appropriate staff (including supply teachers and support staff), of learners in their care who may need emergency help.
- Procedures are in place for a copy of the learner’s health care plan to be sent to the emergency care setting with the learner. 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 learner needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent/carer arrives. The academy tries to ensure that the staff member will be one the learner knows.
- Generally, staff should not take learners to hospital in their own car.

Our academies have clear guidance on the administration of medicines.

Reliever Medicines

- All learners with asthma have easy access to their reliever medicines.
- All learners are encouraged to carry and administer their own reliever medicine, when their parents/carers and health specialists determine they are able to start taking responsibility for their condition.
- Learners who do not carry and administer their own reliever medicines, should know where the drugs or medicines are stored and how to gain access.

- All staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent/carer. In an emergency situation, this may include taking action such as administering medicines.
- All staff attending off site visits should be aware of any learners 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 learner misuses medicines, either their own or another learner's, their parents/carers will be informed as soon as possible and they will be subject to the school's Behaviour policy.

Use of The Academy's Emergency Inhaler

If the academy's emergency inhaler needs to be used, please follow the guidance below after use:

- Dismantle the inhaler and wash the plastic casing in warm soapy water.
- Dry with a paper towel.
- Clean the casing with an antibacterial wipe such as Clenil.
- Clean the inhaler canister with an antibacterial wipe such as Clenil.
- Place the canister back in the casing.

Note: Schools are advised to reinforce the important message to parents/carers that learners and young people have their own inhalers present with them in school to prevent the use of the emergency inhaler.

Guidance On the Storage and Disposal of Medicines

Safe Storage - Reliever Medicine

- Reliever medicines are readily available to learners who require them at all times during the day or at off-site activities.
- Most learners at our academies carry their reliever medicine on them at all times. Learners keep their own reliever medicines securely.
- Learners are reminded to carry take their reliever medicines with them at all times.
- Learners, whose healthcare professionals and parents/carers advise the academy that their child is not yet able or old enough to self-manage and carry their own reliever medicines on them, know exactly where to access their reliever medicines.
- All medicines are supplied and stored, wherever possible, in their original containers. All medicines need to be labelled with the learner'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.
- For Schools - All medicines are sent home with learners at the end of the school year. Medicines are not stored in the academy over the summer holidays.

- It is the parent’s/carer’s responsibility to ensure new and in date medicines come into school on the first day of the new academic year.

Safe Disposal

- Parents/carers are asked to collect out of date medicines from the academy.
- If parents/carers do not collect 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. This check is done at least three times a year.

Record Keeping

Enrolment forms

- Parents/carers at the 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 school year.
- Parents/carers of new learners starting at other times during the year are also asked to provide this information on enrolment forms.

Asthma Health Care Plans

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

Asthma Register

- The Asthma Health Care Plans are used to create a centralised register of learners with asthma.
- An identified member of staff has responsibility for the register.
- The responsible member of staff follows up any of the details on a learner’s Asthma Health Care Plan or if permission for administration of medicines is unclear or incomplete.
- Parents/carers 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 will use opportunity such as staff-parent interviews to check that information held by the academy on a learner’s condition is accurate and up to date.
- Every learner with a health care plan has their plan discussed and renewed at least once year.
- Parents/carers and learners are provided with a copy of the learner’s current agreed health care plan.
- Health care plans are kept in a secure central location at the academy.
- All members of staff who work with groups of learners, have access to the health care plans of learners in their care.
- When a member of staff is new to a learner 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 learners in their care.
- The academy ensures that all staff protect child confidentiality.
- This academy seeks permission from parents/carers 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 school hours’ school activity.
- The academy seeks permission from the learner and parents/carers before sharing any medical information with any other party, such as when a child takes part in a work experience placement.
- The academies use the health care plans to:
 - Inform the appropriate staff and a supply teacher about the individual needs of a learner with a medical condition in their care.
 - Identify common or important individual learners’ triggers at the academy that bring on symptoms and can cause emergencies.
 - Ensure that all medicines stored at academy are within the expiry date.
 - Ensure the local emergency care facilities have a timely and accurate summary of a learner’s current asthma management and healthcare in the event of an emergency.
 - Remind parents/carers of learners with asthma to ensure that any medicines kept at the academy for their child are within their expiry dates.

Consent to administer medicines

- If a learner requires regular prescribed or non-prescribed medicines at the academy parents/carers 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/carers and the academy require it.
- All parents/carers of learners with asthma are asked to provide consent on the health care plan giving staff permission to administer medicines in an emergency.
- If a learner requires regular/daily help in administering their medicines, then the academy outlines the agreement to administer those medicine/s on the health care plan. The academy and parents/carers keep a copy of this agreement.

- Parents of learners with asthma 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 the academy shortly before their child leaves for an overnight or extended day trip. This form requests up to date information about the learner's current condition and their overall health. This provides up to date information to relevant staff and supervisors to help the learner 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 learner's health care plan.
- All parents/carers of learners with asthma attending a 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 the learner 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 learner manage their condition while they are away.

The Asthma Administration Pathway

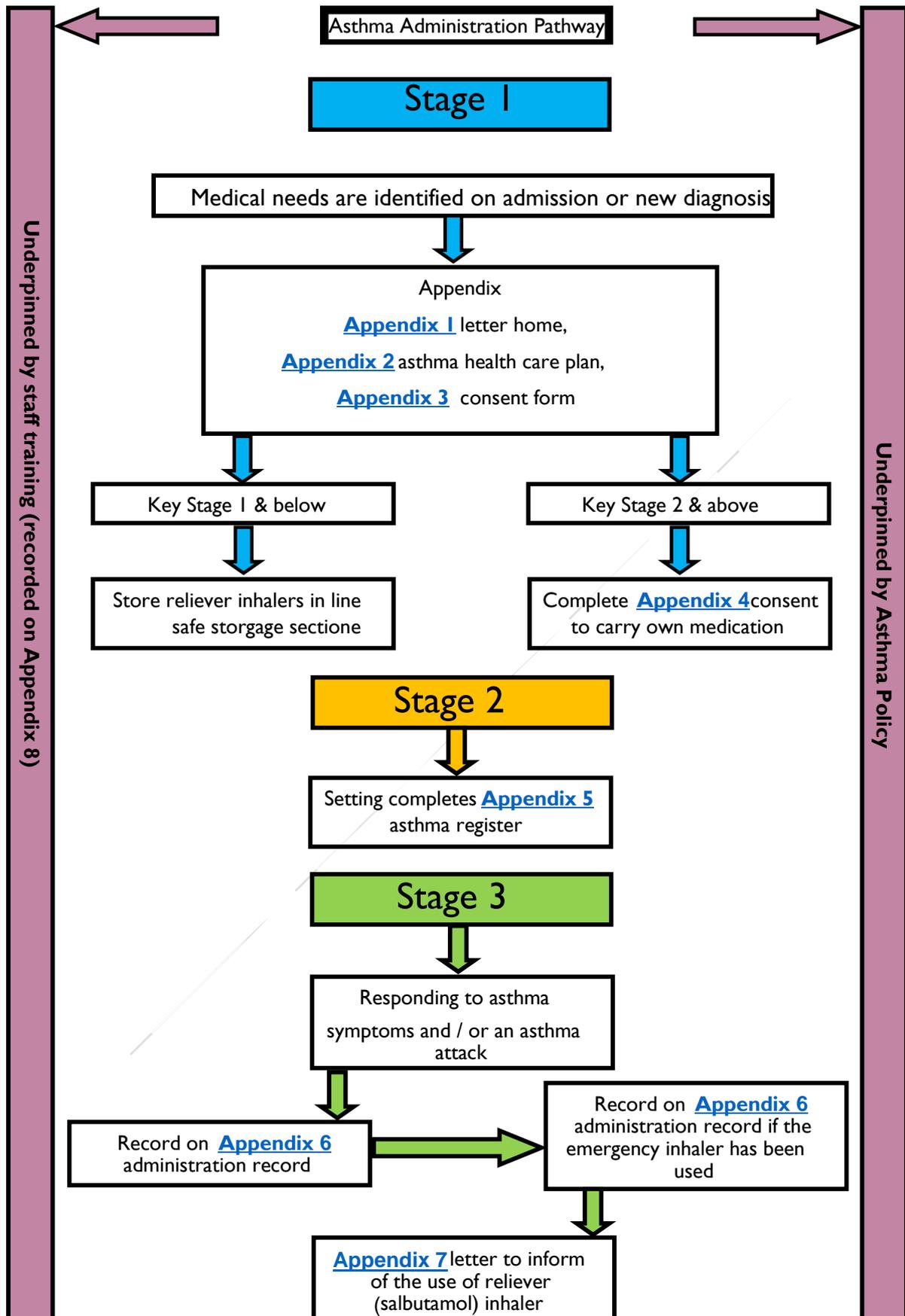
At the start of each school year all parents/carers of learners with asthma should be sent:

1. A letter to accompany the school asthma health care plan ([Appendix 1](#))
2. Asthma health care plan to complete ([Appendix 2](#))
3. A consent form to administer medicines ([Appendix 3](#))
4. A consent form for the child to carry their own reliever medication ([Appendix 4](#))

Parents/carers should return the completed form to the asthma lead.

From the information contained in the asthma health care plan, the asthma lead should update the asthma register ([Appendix 5](#)) which is available to all staff.

Parents/carers should also be asked to update their child's asthma health care plan if their child's asthma or medication changes.



Other Record Keeping

This academy keeps an accurate record of each occasion an individual learner is given or supervised taking medicines. Details of the supervising staff member, learner, dose, date and time are recorded. If a learner refuses to have medicines administered, this is also recorded and parents/carers are informed as soon as possible.

Staff Training - Record Keeping

- The asthma lead attends training on asthma every year.
- A log of the asthma training is kept by the academy and reviewed every 12 months to ensure all new staff receives training and support via the asthma lead.
- All staff that volunteer or are contracted to administer medicines are provided with training and support from the asthma lead.

Roles and Responsibilities in Maintaining an Effective Medical Condition Policy

The academies work in partnership with all interested and relevant parties including the academy's Local Advisory Committee, all staff, community nurses, parents/carers, employers of academy staff, healthcare professionals and learners to ensure the policy is planned, implemented and maintained successfully. The following roles and responsibilities are used for the asthma policy at our academies. These roles are understood and communicated regularly:

The Local Advisory Committee Has a Responsibility to:

- Ensure the health and safety of all staff and anyone else on the premises or taking part in activities (this includes learners). 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 learners with asthma.
- Make sure the asthma policy is effectively monitored and regularly updated.
- Provide indemnity for staff who volunteer to administer medicine to learners with asthma.

The 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 learners, staff, SEN coordinators, welfare assistants, teaching assistants, Community nurses, parents/carers, governors, 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 learners' individual health plans.
- Ensure learner 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 the academy and maintain the asthma register.

All Staff 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 asthma policy.
- Know which learners have asthma and be familiar with the content of their individual health plan.
- Allow all learners to have immediate access to their emergency medicines.
- Maintain effective communication with parents/carers including informing them if their child has been unwell at school.
- Ensure learners 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 child's learning and provide extra help when learners need it.
- Be aware of learners with asthma who may be experiencing bullying or need extra social support.
- Liaise with parents/carers, healthcare professionals; special educational needs coordinator and welfare officers if a learner is falling behind with their work because of their condition.
- Use opportunities such as PSHE to raise learner awareness about asthma.
- Understand asthma and the impact it can have on learners. (Learners should not be forced to take part in activity if they feel unwell).
- Ensure all learners with asthma are not excluded from activities they wish to take part in.
- Ensure learners have the appropriate medicines with them during activity or exercise and are allowed to take it when needed.

The School Community Nurse Has a Responsibility to:

- Help update the academy's asthma policy.
- Help provide regular training for school staff in managing asthma at the academy.
- Provide information about where the school can access training in areas that the School Community Nurse has not had specialist training.
- Provide support and information to the identified member of staff responsible for ensuring that parents/carers complete the health care plans.

First Aiders Have a Responsibility to:

The minimum first aid provision in the academy 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.

Special Education Needs Officer Have a Responsibility to:

- Know which learners have asthma and which have special education needs because of their condition.
- Ensure learners who have been unwell catch up on missed school work.
- Ensure teachers make the necessary arrangements if a learner needs special consideration or access arrangement in exams or course work.

Welfare Officers Have a Responsibility to:

- Know which learners have a medical condition and which have special education needs because of their condition.
- Ensure all learners with asthma are not excluded from activities they wish to take part in.

Individual Doctors and Specialist Healthcare Professionals Caring for Learners Have a Responsibility to:

- Help complete the health plans provided by parents/carers if appropriate.
- Where possible and without compromising the best interests of the learner, to try to prescribe medicines that can be taken outside of school hours.
- Offer the parents/carers of every child a written self-management plan to ensure parents/carers and learners know how they self-manage at school and at home.
- Ensure the learner knows how to take their medicines effectively.
- Ensure learners have regular reviews of their condition and the medicines they take.
- Provide the academy with information and advice if a learner in their care has severe asthma symptoms (with the consent of the learner and their parents/carers).

The Parents/Carers Have a Responsibility to:

- Tell the academy if their child has asthma.
- Ensure the academy has a complete and up-to-date healthcare plan for their child.
- Inform the academy about the reliever medicines their child requires during school hours and ensure their child has easy access to their reliever at all times.
- Inform the academy 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 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 reliever medicines and associated devices are labelled with their full name.
- Ensure that their child's reliever 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.
- 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

Flowchart for The Management of an Asthma Attack in School

MILD / MODERATE SYMPTOMS	ACTION
<ul style="list-style-type: none"> - Short of breath. - Wheezy. - Coughing. - Complaining of chest tightness. - Maybe unable to talk in full sentences. 	<ol style="list-style-type: none"> 1. Give 2-4 puffs of learner's own reliever (blue) inhaler immediately. 2. If symptoms improve, the learner can return to school activities. 3. Record administration of medication and inform the parents/carers, in accordance with the school asthma policy. <p>If symptoms do not improve or become worse then follow instructions for severe attack.</p>
SEVERE SYMPTOMS	ACTION
<p>The learner may have one or more of these symptoms in addition to the mild symptoms</p> <ul style="list-style-type: none"> - Own normal inhaler is not helping to relieve the asthma symptoms. - Too breathless to talk or drink. - Becoming agitated or exhausted. - Lips and/or fingers are going blue. 	<ol style="list-style-type: none"> 1. Give 2 puffs of the learner's own reliever (blue) metered dose inhaler via a spacer if available every 2 minutes up to a maximum of 10 puffs. <p>Call an ambulance</p> <ol style="list-style-type: none"> 2. Continue to give 1 puff of the reliever (blue) inhaler via the spacer (if available) every minute, until the ambulance arrives or the symptoms begin to improve. 3. Record the administration of medication and inform the parents/carers, in accordance with the school asthma policy.

Appendix I – Example Letter for Parents/Carers to Accompany Asthma Health Care Plan

Dear Parent / carer

Re: The asthma Health Care Plan

Thank you for informing us of your child's asthma on his/her registration form.

As part of accepted good practice and following advice from Dudley CCG, hospital specialists, and the Department for Education, our school has recently established an Asthma Policy.

As part of this policy, we now ask all parents / carers of learners with asthma to help us by completing an asthma Health Care Plan for their child/learners. This is attached to this letter. The completed asthma Health Care Plan will store important details about your child's current medicines, triggers, individual symptoms and emergency contact numbers. The Plan will help staff to better understand your child's individual condition and needs.

All learners with an individual asthma Health Care Plan need to have prescribed by their GP, reliever medication. It is necessary for staff to have access to this medication in order to treat a severe asthma attack correctly. It is best practice to treat a severe asthma attack with a volumatic spacer and reliever as only a metered dose inhaler is compatible for use with a spacer. All settings should have access to a volumatic spacer and the staff have been trained on their use in a severe attack.

Please complete this plan and return it to the setting along with your child's normal reliever medication to be stored appropriate to your child's age and ability metered dose inhaler by (insert date):

Please note that due to legislation your child's setting may have chosen to buy an emergency salbutamol inhaler from their local pharmacist, as per Department of Health guidance (Sept 2014). If your setting has chosen to do this, please note that it remains the parents'/carers responsibility to provide the setting with a volumatic spacer and reliever medication for your individual child. In addition to the emergency reliever which is provided by the school.

I look forward to receiving your child's completed asthma Health Care Plan.

Thank you for your help.

Yours sincerely

Head teacher

Advice for Parents/Carers

Remember:

- 1. It is your responsibility to tell the setting about any changes in your child's asthma and/or their asthma medication**
- 2. It is your responsibility to ensure that your child has their 'relieving' medication with them and that it is clearly labelled with their name. You should confirm this with the relevant member of staff.**
- 3. It is your responsibility to ensure that your child's asthma medication has not expired**
- 4. Your child should not be exposed to cigarette smoke**

Appendix 2 – Asthma Health Care Plan

Learner's name	
Date of Birth	
Group/Class/Form	
Learner's Address	
Date Asthma Diagnosed	

Family Contact Information

Parents/Guardians Name	
Phone No. (Work)	
(Home)	
(Mobile)	
Name	
Phone no. (work)	
(Home)	
(Mobile)	

G.P

Name	
Phone No.	

Clinic/Hospital Contact

Name	
Phone No.	

Describe how the asthma affects your child including their typical symptoms and asthma 'triggers'.

Describe their daily care requirements including the name of their asthma medicine(s), how often it is used and the dose.

(E.g. Once or twice a day, just when they have asthma symptoms, before sport).

Describe what an asthma attack looks like for your child and the action to be taken if this occurs.

Who is to be contacted in an emergency? Give three contact telephone numbers.

Form copied to: (to be completed by the school asthma lead)

Advice for Parents/Carers

Remember:

1. It is your responsibility to tell the school about any changes in your child's asthma and/or their asthma medications
2. It is your responsibility to ensure that your child has their 'relieving' medication and individual spacer with them in school and that it is clearly labelled with their name. You should confirm this with your child's class teacher

- 3. It is your responsibility to ensure that your child's asthma medication has not expired**
- 4. Your child should not be exposed to cigarette smoke**

I consent to my child being administered an emergency salbutamol reliever inhaler if required.

Signed

Appendix 3 – Consent Form to Administer Medicines

The school staff will not give any medication unless this form is completed and signed.

Dear Principal

I request and authorise that my child *be given/gives himself/herself the following medication:

(*delete as appropriate)

Name of Child		Date of Birth	
Address			
Daytime Tel no(s)			
Academy			
Class			
Name of Medicine			
Circle as Appropriate	Prescription / Over the Counter		
Special Precautions, e.g. take after eating			
Are there any side effects that the academy needs to know about?			
Time of Dose		Dose	
Start Date		Finish Date	

This medication has been prescribed for my child by the GP/other appropriate medical professional whom you may contact for verification (where applicable).

Name of Medical Professional	
Contact Telephone Number	

I confirm that:

- It is necessary to give this medication during the school day.
- I agree to collect it at the end of the day/week/half term (delete as appropriate).
- This medicine has been given without adverse effect in the past.
- The medication is in the original container indicating the contents, dosage and child's full name and is within its expiry date.
- The medication does not contain aspirin.

Signed (parent/carer)		Date	
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Appendix 4 – Consent for a Child to Carry Their Own Salbutamol Inhaler Reliever Medication

Parents/carers complete this form.

If staff have any concerns about any of the information required for this form they should discuss this with the community nurse.

Name of Academy	
Child's Name	
Group/Class/ Form	
Address	
Name of Medicine	
Procedures to Be Taken In An Emergency	

Contact Information

Name	
Daytime Phone No.	
Relationship to Child	

I consent to my child to carry their reliever inhaler medicine with them for use as necessary.

Signed

Appendix 7 - Specimen letter to inform parents of emergency salbutamol inhaler use

Child's name:

.....

Class:

.....

Date:

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 seen by your own doctor as soon as possible.

Yours sincerely,

Appendix 8 – Staff Training Record – Administration of Medicines

Name of Academy	
Name	
Type of Training Received	
Accreditation (where appropriate)	
Date of Training Complete	
Training Provided By	
Profession and Title	

I confirm that (name of member of staff) has received the training detailed above and is competent to carry out any necessary treatment covered by it.

I recommend that the training is updated (Please state how often).

Trainer's signature: Date:

I confirm that I have received the training detailed above.

Staff signature: Date:

Suggested review date: