St Matthew's CE (Aided) Primary School and Nursery Centre

Asthma Management Policy

2026 – 2027

Approved by:	To be approved by the Governing Body March 2025	**Date:** 20/11/2025
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Next review due by:		

St Matthew's School Asthma Policy

St Matthews CofE Aided Primary School is an inclusive community that aims to support and welcome pupils with asthma It ensures that the whole school environment, which includes physical, social, sporting and educational activities, is inclusive and favourable to pupils 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. We aim to ensure 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 and all school staff receive annual asthma awareness training.

St Matthews has -

- clear guidance on the administration of medicines at school.
- clear guidance on the storage of medicines at school.
- clear guidance about record keeping.

Each member of the school and health community knows 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

St Matthews is an inclusive community that aims to support and welcome pupils with asthma.

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

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

This school is committed to providing pupils with a physical environment, which is accessible to pupils with asthma which includes out of school visits and the school ensures these visits are accessible to all pupils.

This school ensures the needs of children and young people with asthma are adequately considered to ensure they have full access to extended school activities such as school discos, school productions, after school clubs and residential visits.

All staff at St Matthews are aware of the potential social problems that pupils with asthma may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the 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 pupils and to help create a positive social environment.

St Matthews ensures all classroom teachers; PE teachers and sporting coaches understand that pupil's asthma should not be forced to take part in activity if they feel unwell. Also, that they are aware of the potential triggers for pupil's asthma when exercising and tips to minimise these triggers. Ensuring that all pupils have the appropriate medicines with them during physical activity and that pupils take them when needed.

Risk assessments must be carried out for any out of 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.

St Matthews asthma policy has been drawn up in consultation with a wide range of local key stakeholders both within the school and health settings.

- St Matthews has consulted on the development of this asthma policy with a wide range of key stakeholders both within the school and health settings.
- St Matthews recognises the importance of providing feedback to those involved in

the development process and is committed to acknowledging input and providing follow up to suggestions put forward.

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

- Staff at this school understand their duty of care to pupils in the event of an emergency.
- In an emergency situation school staff are required under common law duty of care, to act like any reasonably prudent parent. This may include administering medicines.

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

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

Emergency medicines

- All pupils at this school with asthma have easy access to their emergency medicines.
- All pupils know where the drugs or medicines are stored and how to gain access.
- All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent. In an emergency, this may include taking action such as administering medicines.

Non-emergency medicine

- All staff are aware that there is no legal or contractual duty for any member of staff to administer medicine or supervise a pupil taking medicines unless they have been specifically contracted to do so.
- Other members of staff who are happy to take on the voluntary role of administering medicines may administer prescribed medicines to pupils under the age of 16, but only with the written consent of the parent and after receiving the correct training

from Telford and Wrekin.

- Training is given to all staff members who agree to administer medicines to pupils and the Local Education Authority provides full indemnity.
- Should the medicine change or be discontinued, or the dose or administration method change, parents will notify the school immediately.
- If a pupil refuses their medicine, staff should record this. Parents or carers should be informed as soon as possible.
- All staff attending off site visits should be aware of any pupils on the visit with asthma. They should receive information about what to do in an emergency and any other additional support necessary, including any additional medicines or equipment needed.
- If a trained member of staff, who is usually responsible for carrying or administering medicine, is not available the school should make alternative arrangements to provide the service. This should be addressed in the risk assessment for the activity.
- If a pupil misuses medicines, either their own or another pupil's, their parents will be informed as soon as possible.

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

Safe storage—emergency medicine

- Emergency medicines are readily available to pupils who always require them during the school day or at offsite activities.
- Pupils know exactly where to access their emergency medicines.

Safe storage—general

- All medicines are supplied and stored, wherever possible, in their original containers. All medicines need to be labelled with the pupil's name, the name of the medicine, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Medicines are stored in accordance with instructions paying particular note to temperature
- Some medicines for pupils at this school may need to be refrigerated. All refrigerated medicines are stored in an airtight container and are clearly labelled. Refrigerators used for medicine storage are in a secure area inaccessible to pupils without supervision.
- All medicines are sent home with pupils at the end of the school year. Medicines are not stored in school over the summer holidays.
- It is the parent's responsibility to ensure new and in date medicines come into school on the first day of the new academic year.

Safe disposal

- Parents are asked to collect out of date medicines from school.
- If parents do not pick up out of date medicines or at the end of the school year medicines are taken to a local pharmacy for safe disposal.
- A named member of staff is responsible for checking the dates of medicines and arranging for the disposal of those that have expired. This check is done at least three times a year.

This school has clear guidance about record keeping

Enrolment forms

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

Drawing up School Asthma Health Care Plans

- This school uses the Asthma Care Plans that are given from the GP or the Asthma nurse to support the delivery and administration of inhalers.
- A school health care plan accompanied by an explanation is sent to all parents of pupils 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 pupil's school Asthma Health Care Plan. Parents then return these completed forms to the school. Parents may need to liaise with their child's health care professionals to complete the form.
- This school ensures that a relevant member of school staff is available, if required to help complete the health care plan for pupils with particularly complex healthcare needs.

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School Asthma Register

- The school Asthma Health Care Plans are used to create a centralised register of pupils with asthma.
- Mrs Laura Burns is the identified member of staff has responsibility for the register at this school.
- The responsible member of staff follows up any of the details on a pupil's Asthma Health Care Plan or if permission for administration of medicines is unclear or incomplete.

- Parents at this 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.
- Staff at this school use opportunities such as teacher-parent interviews to check that information held by the school on a pupil's condition is accurate and up to date.
- Every pupil with a health care plan at this school has their plan discussed and renewed at least once a year.
- Parents and pupils at this school are provided with a copy of the pupil's current agreed health care plan.
- Health care plans are kept in a secure central location at school.
- All members of staff who work with groups of pupils, have access to the health care plans of pupils in their care.
- When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the health care plans of pupils in their care.
- St Matthews ensures that all staff protect pupil confidentiality.
- School seeks permission from parents to allow the health care plan to be sent ahead to emergency care staff should an emergency happen during school hours or at an out of school hours school activity.
- St Matthews seeks permission from the parents before sharing any medical information with any other party, such as when a pupil takes part in a work experience placement.

This school uses the health care plans to:

- Inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care.
- Identify common or important individual pupil triggers at school that bring on symptoms and can cause emergencies.
- Ensure that all medicines stored at school are within the expiry date.
- Ensure this school's local emergency care facilities have a timely and accurate summary of a pupil's current asthma management and healthcare in the event of an emergency.
- Remind parents of pupils with asthma to ensure that any medicines kept at school for their child are within their expiry dates.

Consent to administer medicines

- If a child requires regular prescribed or non-prescribed medicines at school parents are asked to provide consent giving staff permission to administer medicines on a regular/daily basis, if required. A separate form is available for short programmes of medicine if parents and school require it.
- All parents of pupils with asthma are asked to provide consent on the health care plan giving staff permission to administer medicines in an emergency.

- If a child requires regular/daily help in administering their medicines, then the school outlines the school's agreement to administer those medicine/s on the health care plan. The school and parents keep a copy of this agreement.
- Parents of pupils with asthma at this school 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 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 pupil's current condition and their overall health. This provides up to date information to relevant staff and school supervisors to help pupil manage their condition while they are away including information about medicines not normally taken during school hours.
- The medicines form is taken to relevant staff member to the offsite trip and for all out of school hours activities along with a copy of the pupil's health care plan.
- All parents of pupils with asthma attending a school trip or overnight visit are asked to give consent for staff administer medicines at night or in the morning if required.
- The medical form also details what medicines and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help pupil manage their condition while they are away.

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Other record keeping

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

Staff Training– record keeping

- This school holds training on asthma once a year.
- A log of the asthma training is kept by the school and is reviewed every 12 months to ensure all new staff receives training.

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

St Matthews 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 pupils to ensure the policy is planned, implemented and maintained successfully. The following roles and responsibilities are used for the asthma policy at this school. These roles are understood and communicated regularly:

This 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 pupils). This responsibility extends to those staff and others leading activities taking place off site, such as visits, outings or field trips.
- Ensure health and safety policies and risk assessments are inclusive of the needs of pupils with asthma.
- Make sure the asthma policy is effectively monitors and regularly updated.
- Provided indemnity for teachers who volunteer to administer medicine to pupils with asthma.

This school's head teacher 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 pupils, school staff, SENDCo, 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 pupils' individual health plans.
- Ensure pupil confidentiality.
- Access 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 (Mrs Laura Burns and Miss Jesscia Fenn) 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 this 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.
- Know which pupils have asthma and be familiar with the content of their individual health plan.
- Allow all pupils to have immediate access to their emergency medicines.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure pupils who carry their medicines with them, have them when they go on a school trip or out of the classroom.
- Be aware that long term conditions can affect a pupil learning and provide extra help

when pupils need it.
- Be aware of pupils with asthma who may be experiencing bullying or need extra social support.
- Liaise with parents, the child's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition.
- Use opportunities such as PSHE to raise pupil awareness about asthma.
- Understand asthma and the impact it can have on pupils. (Pupils should not be forced to take part in activity if they feel unwell).
- Ensure all pupils with asthma are not excluded from activities they wish to take part in.
- Ensure pupils have the appropriate medicines with them during activity or exercise and are allowed to take it when needed.

The school nurse at this school had a responsibility to:

- Help update the school's asthma policy.
- 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 health care plans.

First Aiders have a responsibility to:

The minimum first aid provision in schools should include:

- Suitably stocked first aid container.
- Appointed person (Miss Jessica Fenn) 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 Educational Needs Officer have a responsibility to:

- Know which pupils have asthma and which have special education needs because of their condition.
- Ensure pupils who have been unwell catch up on missed schoolwork.
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangement in exams or course work.
- Ensure all health care plans are up to date and shared with relevant staff in school and parents.

Individual doctors, specialists' healthcare professionals caring for children who attend this school, have a responsibility to:

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

The parents at this school have a responsibility to:

- Tell the school if their child has asthma.
- Ensure the school has a complete and up-to-date school healthcare plan for their child.
- Inform the school about the medicines their child requires during school hours.
- Inform the school of any medicines the child requires while taking part in visits, outings or field trips and other out-of-school activities such as school team sports.
- Tell the school about any changes to their child's medicines, what they take and how much.
- Inform the school of any changes to their child's condition.
- Ensure their medicines and medical devices are labels 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 schoolwork 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.

Safeguarding

St Matthews recognises that safeguarding and promoting the welfare of children is everyone's responsibility and adopts a child-centred approach at all times. Staff should be alert to indicators that a child's medical needs are not being met and consider whether this may indicate neglect, abuse or wider safeguarding concerns.

In accordance with Keeping Children Safe in Education 2026, an isolated medical incident would not normally require a safeguarding referral. However, where concerns arise that a child may be at increased risk of neglect, abuse or exploitation because of their medical condition, such concerns must be reported immediately to the Designated Safeguarding Lead (DSL).

Examples may include:

- Repeated failure to provide prescribed asthma medication.
- A child being regularly sent to school without a working inhaler.
- Failure to attend medical reviews resulting in unmanaged symptoms.
- Withholding important medical information from the school.
- Patterns of behaviour that place the child at risk of significant harm.

Concerns will be managed in accordance with the school's Child Protection and Safeguarding Policy and local safeguarding procedures.

Any concerns regarding unmet medical needs, neglect, attendance linked to medical needs, repeated lack of medication, or any concern that a pupil may be suffering harm must be reported immediately to the Designated Safeguarding Lead.

The school will share relevant information regarding a pupil's medical needs with staff on a need-to-know basis to ensure the child's safety and wellbeing. Information sharing will be undertaken in accordance with UK GDPR, the Data Protection Act 2018 and safeguarding principles.

Where concerns about a child's medical needs indicate emerging welfare concerns, the school may consider whether an Early Help assessment or other intervention is appropriate.

Legislation and Guidance

This policy should be read alongside:

- Keeping Children Safe in Education 2026
- Working Together to Safeguard Children
- Supporting Pupils with Medical Conditions at School
- EYFS Statutory Framework (where applicable)
- Equality Act 2010
- Data Protection Act 2018
- Children and Families Act 2014

- School Child Protection and Safeguarding Policy