



All Saints Catholic College

Medical Conditions in School Policy

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Document Record

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Author	Danielle Fox
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Introduction

This policy sets out how All Saints Catholic College will meet its statutory duty under Section 100 of the Children and Families Act 2014 to make arrangements to support pupils with medical conditions in school.

It provides a basis for ensuring that pupils with medical needs receive effective care and support at our school. This guidance is not a definitive interpretation of the law. Interpreting the law is a matter for the courts alone.

This policy is written in accordance with:

- Department for Education (DfE): Supporting Pupils with Medical Conditions at School (2015)
- Equality Act 2010
- Children and Families Act 2014
- Health and Safety at Work Act 1974
- SEND Code of Practice (2015)

Pupils with Medical Needs

All Saints Catholic College is a fully inclusive school where pupils with medical needs have the same rights of admission as other pupils. The whole school environment is inclusive and favourable to pupils with medical conditions; this includes the physical environment, as well as social, sporting and educational activities. The school will ensure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits. We make sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.

Most pupils will at some time have short- term medical needs, perhaps finishing a course of medicine such as antibiotics. Some pupils however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example pupils with well-controlled epilepsy or cystic fibrosis.

Others may require medicines in particular circumstances, such as pupils with severe allergies who may need an adrenaline injection. Pupils with severe asthma may have a need for daily inhalers and additional doses during an attack.

Most pupils with medical needs are able to attend school regularly and can take part in normal activities, sometimes with some support. However, staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

Medical Profiles and Individual Health Care Plans can help staff identify the necessary safety measures to support pupils with medical needs and ensure that they and others are not put at risk.

No pupil with a medical condition will be denied admission, excluded from school or prevented from accessing the curriculum, including educational visits and physical activities, on the grounds of their medical condition.

The school will make reasonable adjustments in line with the Equality Act 2010 to ensure full access to education and wider school life.

Attendance

Staff understand that frequent absences may be due to a pupil's medical condition. We will not penalise pupils for their attendance if their absences relate to a genuine medical condition which can be evidenced upon request.

Pupils with medical conditions who are finding it difficult to keep up educationally will be referred to the SENDCo, Medical co-ordinator or our Attendance Team who will liaise with the pupil, parent/ carers and healthcare professional as appropriate. This may require a referral to The Hospital School for further advice and guidance.

Concerns relating to a pupil's medical condition or care must be considered within safeguarding procedures and, where appropriate, escalated to the Designated Safeguarding Lead.

Support for pupils with Medical Needs

Staff at All Saints Catholic College are aware of the common triggers that can make medical conditions worse or can bring on an emergency and have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.

The school will ensure that an Individual Healthcare Plan (IHCP) is in place for pupils with long-term or complex medical conditions.

IHCPs will:

- Be developed in partnership with parents/carers, pupils and relevant healthcare professionals
- Be in place prior to admission or as soon as possible following diagnosis
- Be reviewed at least annually or earlier if needs change
- Clearly set out roles, responsibilities and emergency procedures

The school will ensure all relevant staff are aware of and have access to IHCPs.

Individual Medical Profiles and Individual Health Care Plans detail triggers and how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, considering the needs of pupils with medical conditions. There are reviews for all medical emergencies and incidents to see how they could have been avoided. The school will amend policy and procedures in response to lessons learned from these reviews.

Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Parents, and the child, if appropriate, should obtain details/Health Care plans from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse may also provide additional background information for staff.

There is no general legal duty for school staff to administer medicines; however, under Section 100 of the Children and Families Act 2014, the school has a duty to make arrangements to support pupils with medical conditions, which may include administering medication where required.

At All Saints Catholic College medicines should only be distributed by the designated support staff after written consent has been obtained.

Medical Emergencies

All staff should be able to recognise when a pupil requires emergency medical attention.

In the event of a medical emergency:

- A first aider will be contacted immediately
- Emergency services (999) will be called where necessary
- A member of staff will remain with the pupil at all times
- Parents/carers will be informed as soon as possible
- A member of SLT will be notified

Staff will follow any specific guidance outlined in the pupil's Individual Healthcare Plan.

Roles and Responsibilities

The School Leadership Team have a responsibility to:

- Arrange training for first aiders and appointed persons
- Where first aid qualifications are due to expire ensure that refresher training is completed or that a replacement first aider/appointed person is appropriately trained
- Ensure the annual medical conditions training is undertaken by all teaching and support staff including but not limited to Adrenaline device use, asthma, diabetes, and epilepsy
- Maintain a record of medical conditions training
- Assurance over the compliance of the school medical policy.

The SENDCo (Special Educational Needs Co-Ordinator) working with the identified Medical Lead to have the responsibility to:

- Know which pupils have special educational needs because of their condition
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.
- Medical Lead
- Update the school's Medical conditions Policy
- Ensure that those pupils with medical conditions have a Medical Profile/Individual Health Care Plan and that parents/carers have the opportunity to review this on at least an annual basis as required.
- Liaise with the school nurse and other relevant medical professionals regarding pupils' medical
- conditions, Medical Profiles and Individual Health Care Plans
- Responsible for the issue of passes relevant to specific medical needs and conditions
- To ensure relevant staff are made aware of a pupil's specific medical condition and medication needs

- Ensure correct storage of medication
- Ensure that expiry dates for all medications are checked at the end of each term and correctly recorded on the Evolve system.

First aiders/appointed persons have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school.
- Ensure that an ambulance or other professional medical help is called if required.
- Record first aid/medical incidents on the Evolve school record system.
- Keep accurate records.

Medical Administration (main office staff)

- Ensure that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of the dose and that all information is recorded on the Evolve system.
- To inform the Medical Lead of pupils with medical needs when completed forms are returned by parents/carers to school
- Ensure accurate recording on the Evolve system of all medication administered
- Scan and add to the Evolve system all parental permission forms before storing in master file.

Teachers have a responsibility to:

- Ensure pupils who have been unwell catch up on missed school work
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- Liaise with parent/carers, the pupil's healthcare professionals, SENDCO and pastoral staff if a child is falling behind with their work because of their condition
- Use opportunities such as PSHE lessons and other areas of the curriculum to raise awareness about medical conditions.

PE teachers have a responsibility to:

- Ensure pupils with severe asthma or other specific conditions that impact their ability to take part, are not forced to take part in activities if they feel unwell but are not excluded from activities if their asthma/condition is well controlled (Appendix A and Appendix B)
- Ensure pupils known to have asthma carry prescribed inhalers and are allowed to use them when needed
- Allow pupils with diabetes to take essential medical kit out during PE lessons
- If a pupil known to have asthma is showing symptoms during an activity, allow them to stop and self-medicate
- Remind pupils whose symptoms are triggered by exercise to use their reliever inhaler immediately
- To carry a radio during lessons outdoors for emergency situations.

We understand the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports. This school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical

condition when exercising and how to minimise these. This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.

Parents/carers have a responsibility to:

- Tell the school if their child has a medical condition and ensure school is kept up to date on any changes to medical conditions existing or new.
- Inform the school about the medication their child requires during school hours.
- Pupils should be supported to self-manage their medical conditions where appropriate, including carrying and using their own medication, in line with their individual healthcare plan.
- Inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.
- Tell the school about any changes to their child's medication, what they take, when, and how much.
- Inform the school of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name.
- Ensure that their child's medication is within expiry dates.
- Keep their child at home if he/she is not well enough to attend school.
- Ensure their child catches up on any school work missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- Ensure their child has written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition if required.

Pupils have a responsibility to:

- Treat other pupils with and without a medical condition equally.
- Pupils should be supported to self-manage their medical conditions where appropriate, including carrying and using their own medication, in line with their individual healthcare plan.
- Tell their parents/carers, teacher or nearest staff member when they are not feeling well.
- Let a member of staff know if another pupil is feeling unwell.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- Ensure a member of staff is called in an emergency situation.
- Catch up on any missed school work.

The School Nurse Service has a responsibility to:

- Help provide regular training for academy staff in managing the most common medical conditions at school.
- Provide information about where the school can access other specialist training.

Prescribed Medicines

Parents should provide full information about their child's medical needs; including about the medicines their child needs (**Appendix C**).

Where a prescribed medicine is administered to a child it should be recorded (**Appendix D**). Medicines should only be taken into school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a

pharmacist and include the prescriber's instructions for administration and dosage.

All Saints Catholic College will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

The school; ensures, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours.

Non-Prescription Medicines

Staff should **never** give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

Where a non- prescribed medicine is administered to a child it should be recorded on Evolve and the parents informed in advance. If a child suffers regularly from frequent or acute pain the parents should be encouraged to refer the matter to the child's GP.

A child under 16 should never be given aspirin-containing medicine unless prescribed by a doctor.

Short-Term Medical Needs

Many pupils will need to take medicines during the day at some time during their time at school. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow pupils to do this will minimise the time that they need to be absent. However, such medicines should only be taken into school where it would be detrimental to a child's health if it were not administered during the day.

Long-Term Medical Needs

It is important to have sufficient information about the medical condition of any child with long-term medical needs. If a child's medical needs are inadequately supported this may have a significant impact on a child's experiences and the way they function in or out of school.

The school must be informed about any particular needs before a child is admitted, or when a child first develops a medical need. For pupils who attend hospital appointments on a regular basis, special arrangements may also be necessary. It is often helpful to develop a Medical Profile/Individual Health Care Plan for such pupils using information provided by the relevant health professionals. See **Appendix C and D**.

Specific Medical Conditions Asthma

Pupils with Asthma are identified in line with all pupils with medical needs on Arbor. Annual training is provided for all staff by the school nurse service specifically around meeting the needs of pupils with Asthma (**Appendix A and B**).

Allergies/ Anaphylaxis / Adrenaline Devices

Pupils who have allergies that require them to carry Adrenaline Devices in school, also have a second device kept in the library with a copy of their Medical Profile/Individual Health Care Plan.

Diabetes

The school understands the impact that Diabetes can have on learning and that if it's not well managed a child might not achieve their full academic potential. Diabetic pupils can have difficulties with attention, memory, processing speed, planning and organising and perceptual skills. For these reasons, it is crucial that pupils are supported to manage their diabetes in all aspects of their life, including their time at school.

Pupils with Diabetes are well supported with Individual Healthcare Plans. Reasonable adjustments are made for those pupils with diabetes on a day to day basis with close parent-school communication being paramount to enabling the pupils to feel fully supported

External advice and support is sought from diabetes UK on the links below:

www.diabetes.org.uk/school

<https://youtu.be/7KoCDLVJCXA>

Sickness & Diarrhoea

Any pupil that has had a sickness or diarrhoea, related to viral stomach infection, is to refrain from attending school for 2 days once these symptoms have stopped. This is following guidance from NHS and is in place to reduce the spread of such illness among pupils and staff within the school.

Administering Medicines

No child under 16 should be given medicines without their parent's written consent. Any member of staff giving medicines to a child should check:

- the child's name
- prescribed dose
- expiry date
- written instructions provided by the prescriber on the label or container.

If in doubt about any procedure, the school will not administer the medicines but check with the parents

or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue will be discussed with the parent, if appropriate, or with the school nurse service.

Designated staff must complete and sign a record each time they give medicine to a child. And record this on the Evolve system. Good records help demonstrate that All Saints Catholic College staff have exercised a duty of care.

The school ensures that appropriate insurance is in place to cover staff who administer medication or support pupils with medical conditions as part of their duties.

Refusing Medicines

If a child refuses to take their medicine, staff should not force them to do so, but should note this in the records and parents should be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

Record Keeping

Parents should tell the school about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However, staff should make sure that this information is the same as that provided by the prescriber.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases it is necessary to check that written details include:

- name of child
- name of medicine
- dose/remaining doses
- method of administration
- time/frequency of administration
- any side effects
- expiry date

Parents should complete Appendix D in these instances. Staff should check that any details provided by parents, or in particular cases by a paediatrician or specialist nurse, are consistent with the instructions on the container.

Confidentiality and Data Protection

The school will ensure that medical information is handled in accordance with data protection legislation.

Information will be shared with staff on a need-to-know basis to ensure pupil safety, while maintaining confidentiality.

Educational Visits

All Saints Catholic College encourages pupils with medical needs to participate in safely managed visits and considers the reasonable adjustments needed to enable pupils with medical needs to participate fully and safely on visits. A risk assessment is completed as necessary taking into consideration specific medical needs of pupils.

Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor, a parent or another volunteer might be needed to accompany a particular child. Arrangements for taking any necessary medicines will also be taken into consideration. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. A copy of any Medical Profiles/Individual Health Care Plans are taken on visits in the event of the information being needed in an emergency.

If staff are concerned about whether they can provide for a child's safety or the safety of other pupils on a visit, they are encouraged to seek parental views and medical advice from the

school nurse service or the child's GP. Any overnight excursions will require staff involved to keep any medication required for pupils, safe and secure during this time.

Sporting Activities

Most pupils with medical conditions can participate in physical activities and extra-curricular sport. There should be sufficient flexibility for all pupils to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a child's ability to participate in PE should be recorded in their Medical profile/Individual Health Care Plan.

Some pupils may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers. Staff supervising sporting activities must consider whether risk assessments are necessary for some pupils, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

Parents and Carers

It only requires one parent/carer to agree to or request that medicines are administered. As a matter of practicality, it is likely that this will be the parent with whom All Saints Catholic College has day-to-day contact. Where parents disagree over medical support, the disagreement must be resolved by the courts. The school will continue to administer the medicine in line with the consent given and in accordance with the prescriber's instructions, unless and until a court decides otherwise.

For a child with medical needs, the Headteacher will need to agree with the parents exactly what support can be provided. Where parents' expectations appear unreasonable, the Headteacher should seek advice from the school nurse or doctor, the child's GP or other medical advisers.

Staff with pupils with medical needs in their class or group are informed about the nature of the condition, and when and where the pupils may need extra attention via SIMS, Medical profiles/Individual Health Care Plans.

Staff Giving Medicines

Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. All Saints Catholic College ensures that there are sufficient members of support staff who are employed and appropriately trained to manage medicines as part of their duties. Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child will have appropriate training and guidance. This will then be reviewed/refreshed every 3 years. They should also be aware of possible side effects of the medicines and what to do if they occur. The type of training necessary will depend on the individual case.

Storing Medicines

Large volumes of medicines should not be stored. The school will only store, supervise and administer medicine that has been prescribed for an individual child. Medicines are stored strictly in accordance with product instructions (paying particular note to temperature) and in

the original container in which dispensed. Some medication for pupils at this school may need to be refrigerated. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate. Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. This should be easy if medicines are only accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions. Where a child needs two or more prescribed medicines, each should be in a separate container. Non-healthcare staff should never transfer medicines from their original containers.

Pupils should know where their own medicines are stored and who holds the key. The Headteacher is responsible for making sure that medicines are stored safely.

Access to Medicines

Pupils need to have immediate access to their medicines when required. Medicines are stored securely in appropriate locations across the school site.

Pupils will be supported to carry and administer their own medication where this is appropriate, including inhalers, adrenaline auto-injectors and diabetes equipment.

All pupils must have immediate access to life-saving medication at all times.

Disposal of Medicines

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term, unless otherwise agreed. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.

Sharps boxes should always be used for the disposal of needles. Sharps boxes can be obtained by parents on prescription from the child's GP or paediatrician. Collection and disposal of the boxes should be arranged with the Local Authority's environmental services.

Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

Medical Profiles/Individual Health Care Plans

The main purpose of Medical Profiles/ Individual Health Care Plans for a child with medical needs is to identify the level of support that is needed. Not all pupils who have medical needs will require an Individual Health Care Plan that is written in partnership with healthcare professionals but they may require a 1-page Medical profile to support and inform staff of the specific medical condition.

An Individual Health Care Plan clarifies for staff, parents and the child the help that can be provided. It is important for staff to be guided by the child's GP or paediatrician via an Individual

Health Care Plan.

Staff should judge each child's needs individually as pupils and young people vary in their ability to cope with poor health or a particular medical condition.

It is the responsibility of the parent/carer to ensure that the school has the relevant medical information from the child's GP/Clinician in order to create the Health Care Plan. It is also the responsibility of the parent/carer to ensure that this information is up to date. The Medical Co-ordinator will work with parents/carers and the school nurse service to create each Individual Health Care Plan and all Medical profiles and will ensure that these are then shared with the relevant members of staff.

Off-site education or work experience

All Saints Catholic College is responsible for ensuring, under an employer's overall policy, that work experience placements are suitable for pupils with a particular medical condition.

The school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

Concerns and Complaints

Concerns about the support provided to a pupil with a medical condition should first be discussed with the school's Medical Lead or SENDCo.

If concerns are not resolved, parents/carers may escalate the matter in line with the school's Complaints Policy.

The school will work in partnership with parents/carers and relevant professionals to resolve issues at the earliest possible stage.

Appendices

- A – Asthma Policy and case study
- B – Emergency Procedure
- C - ANNUAL UPDATE OF ESSENTIAL INFORMATION 2023/4
- D - Parent/Carer Agreement for School to Administer Medicines
- E – Consent Form - Use of Emergency Salbutamol Inhale

Appendix A

Asthma Policy

Practical considerations and guidance for staff

- All pupils with Asthma must be highlighted on the class registers (Sims and Teacher Planners).
- If parents wish to keep a spare inhaler in the school a permission to administer form must be completed.
- If a pupil has an asthma attack, parents need to be contacted to check they are happy with their child going home in their usual way (collection/walk/bike/bus etc.)
- Only blue inhalers (Salbutamol/Ventolin) are to be carried by pupils and used during school hours.
- If a pupil is feeling 'tight'/needs to take their inhaler/is having an asthma attack **they are not allowed to leave the room/stand outside/be sent to the office** (even with another pupil). First Aid must come to them.
- If you notice that a pupil is using their inhaler and they normally don't need to, it is advised that parents/guardians are informed as well as the pupil's Form Tutor, Progress Leader and the Medical co-ordinator.
- The physical positioning of a pupils with Asthma within each classroom must be considered. In the winter months the cold can affect a pupil's breathing and in the summer months the pupil can be affected by hay fever which could impact on their asthma.
- In any subject, where practical lessons are part of the curriculum (Science, DT etc.) the pupils need prior notice as smoke and smells can exacerbate their Asthma and alternative provision may need to be made.
- PE staff should ensure that inhalers are carried out to the field/astro/MUGA/gym by a member of staff in a container. Pupils' names should be on their inhalers.
- Aerosols are not allowed to be used within the school.

Steps when a pupil has an asthma attack (see also Asthma Flow Chart)

1. Keep calm and reassure the pupil
2. Encourage the pupil to sit up and slightly forward
3. Use the pupil's own inhaler; if not available use the emergency inhaler (stored in First Aider backpacks)
4. Remain with the pupil while the inhaler is brought to them.
5. In the event of an Asthma attack it is better to use an inhaler with a spacer.
6. Immediately help the pupil to take two separate puffs of Salbutamol/Ventolin.
7. If there is no immediate improvement, continue to give two puffs at a time every two minutes up to a maximum of ten puffs.
8. Stay calm and reassure the pupil.
9. In the case of a pupil who has required ten puffs of a blue inhaler, and has responded well, then the parents/guardian should be informed and the decision whether or not to seek further medical attention be made by them.
10. If the pupil does not feel better or respond to treatment before or after you have reached ten puffs of a blue inhaler call 999 for an ambulance. The treatment can be repeated if an ambulance does not arrive within ten minutes. The pupils parents/Guardian should be contacted also.

Using Inhalers/Emergency Inhalers

- An inhaler should be primed when first used by spraying two puffs as if the inhaler has not been used for a long period of time they can sometimes get blocked.
- Inhalers will be more effective during an Asthma attack if used with a spacer.
- An emergency Asthma inhaler is kept on the school site in the first aid backpacks.

To avoid cross contamination, if a pupil needs to use the emergency inhaler, the

disposable spacers should be used.

Use of the emergency inhaler should be recorded on the evolve accident book record.

Supporting Documents

Asthma Flowchart – see below

WHAT TO DO IF A CHILD/YOUNG PERSON HAS A SEVERE ASTHMA ATTACK IN SCHOOL

If the child/young person (CYP) has any or all of the following systems

- The CYP is distressed with their breathing
- The CYP is unable to talk/speak in sentences
- The CYP is getting exhausted
- The blue inhaler has no effect

TREAT AS A SEVERE ASTHMA ATTACK

- Give 1 puff of the blue inhaler every minute until the ambulance arrives
- Keep calm
- Let CYP get in a comfortable position – usually sitting forward – DO NOT LET THEM LIE DOWN
- Stay with CYP and reassure them
- Get someone to call an ambulance then the parents/carer

When calling an ambulance remember to give the following information:

- Location – landmarks, best entrance to school etc.
- State CYP having an asthma attack
- Description of situation if able, i.e. age of CYP, symptoms, response to inhaler/medication given

**Continue giving the inhaler,
do not stop until the ambulance
arrives**

School Procedure for calling Emergency Service

This process should be followed at all times

Should a pupil become unwell or have a serious accident in school



A First Aider is called



The First Aider will call emergency services to seek advice/request an ambulance



The First Aider will give their location in school, the name of the child and the condition of the child.
The First Aider will stay with the child until emergency services arrive and inform the main office.



The office staff will radio Security staff to inform them that an ambulance has been called.
The office staff will inform parents/carers of the situation.



The Headteacher, the Deputy Headteacher or a member of Senior Team must be informed of the illness/accident and advised that an ambulance has been called

Appendix C
UPDATE OF ESSENTIAL INFORMATION 2026/27

Child Surname:	Child Forename:
Address of child:	
Postcode:	Date of Birth:
Home Contact:	School Year:
Current email address: _____	
DETAILS OF PARENTS/GUARDIANS	
MRS MS MISS DR	MR DR
Parent/ Carer Full Name:	Parent Carer Full Name:
Address:	Address:
Contact Number 1:	Contact Number 1:
Contact Number 2:	Contact Number 2:
Priority 1 2 3 4 PR Y/N	Priority 1 2 3 4 PR Y/N
OTHER CONTACTS OTHER THAN PARENTS	
Full Name:	Full Name:
Relationship to pupil:	Relationship to pupil:
Contact Number:	Contact Number:
Priority 1 2 3 4	Priority 1 2 3 4
MEDICAL DETAILS	
Doctors Name:	Contact Number:
Medical Condition (if any):	

Procedure to follow:	
LAC POST LAC	
HOME LANGUAGE:	RELIGION:
NATIONALITY:	COUNTRY OF ORIGIN:
PREVIOUS SCHOOL:	
How do you travel to school: walk, school bus, public bus, bike, car?	
OTHER INFORMATION	

Medical Health Profile

Name:

DOB:

Photo:

Medical Condition: -

Asthma

Symptoms: -

Coughing

Wheezing

Chest Tightness

Difficulty

breathing

Possible Triggers: -

Cold air

Dust

Pollen

Stress

Emergency Action Plan:

An emergency is when any of the following happens:

- The reliever inhaler doesn't help.
- Symptoms of cough, wheeze, breathlessness or tight chest get worse.
- The child is too breathless or exhausted to speak or is usually quiet.
- The child's lips are blue.

If any of these occur, continue to give the child 1 puff of reliever inhaler (blue) every minute for 4 minutes (4 puffs). After 5-10 minutes the child should feel better & be able to return to normal activities. If the reliever inhaler has no effect after 5-10 minutes, follow school procedure for calling emergency services. Continue to give the reliever inhaler 1 puff every minute until the ambulance arrives. Inform child's parents.

Appendix D

Parent/Carer Agreement for School to Administer Medicines

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Name of child Date of birth Group/class/form

Medical condition or illness

Medicine

Name/type of medicine

(as described on the container)

Expiry date

Dosage and method Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child Address

I understand that I must deliver the medicine personally to the school

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

Signature(s): Print Name:

Appendix E

Consent Form Use of Emergency Salbutamol Inhaler

In the event of a pupil showing symptoms of asthma or having an asthma attack

I can confirm that my child has been diagnosed with asthma/ has been prescribed an inhaler

1. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
2. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency salbutamol inhaler held by the school for emergencies. This consent will be reviewed annually and whenever medical circumstances change.

Signed:	
Parent/Carer Full Name:	
Pupil Full Name:	
Date:	

Parent/Carer Contact Details	
Home Telephone:	
Mobile:	
E-Mail:	