

Together, We Learn and Grow in God's Love

**Sacred Heart**  
**Catholic Primary School**  
A Voluntary Academy

## Supporting pupils with medical conditions policy

<b>Approved by</b>	Sacred Heart Catholic Primary School Academy Council
<b>Review date</b>	10/01/2023
<b>Next review</b>	10/01/2024

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## 1. Statement of Intent

Sacred Heart Catholic Primary School will ensure that pupils with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy. This includes the safe storage and administration of pupils' medication.

The school is committed to ensuring that parents feel confident that we will provide effective support for their child's medical condition, and make the pupil feel safe whilst at school.

For the purposes of this policy, **"medication"** is defined as any prescribed or over the counter medicine, including devices such as asthma inhalers and adrenaline auto-injectors (AAIs). **"Prescription medication"** is defined as any drug or device prescribed by a doctor. **"Controlled drug"** is defined as a drug around which there are strict legal controls due to the risk of dependence or addiction, e.g. morphine.

This policy aims to ensure that:

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

The governing board will implement this policy by:

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

## 2. Legislation and statutory responsibilities

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Children and Families Act 2014
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2017) 'Using emergency adrenaline auto-injectors in schools'

## 3. Roles and responsibilities

The governing board is responsible for:

- The implementation of this policy and procedures.
- Ensuring that this policy, as written, does not discriminate on any grounds, including the protected characteristics as defined by the Equality Act 2010.
- Ensuring the correct level of insurance is in place for the administration of medication.
- Ensuring that members of staff who administer medication to pupils, or help pupils self-administer, are suitably trained and have access to information needed.

- Ensuring that relevant health and social care professionals are consulted in order to guarantee that pupils taking medication are properly supported.
- Managing any complaints or concerns regarding this policy, the support provided to pupils, or the administration of medication in line with the school's Complaints Procedures Policy.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and relevant procedures.
- Ensuring that appropriate training is undertaken by staff members administering medication.
- Ensuring that staff members understand the local emergency services' cover arrangements and that the correct information is provided for the navigation system.
- Organising another appropriately trained individual to take over the role of administering medication in case of staff absence.
- Ensuring that all necessary risk assessments are carried out regarding the administration of medication, including for school trips and external activities.

All staff are responsible for:

- Adhering to this policy and supporting pupils to do so.
- Carrying out their duties that arise from this policy fairly and consistently.

Parents are responsible for:

- Keeping the school informed about any changes to their child's health.
- Completing an administering medication parental consent form prior to them or their child bringing any medication into school.
- Discussing medication with their child prior to requesting that a staff member administers the medication.
- Will provide the school with sufficient and up-to-date information about their child's medical needs
- Are responsible for making sure their child is well enough to attend school. Parents/Carers should keep children at home when they are acutely unwell.
- Will only request medicine to be administered at school when it would be detrimental to their child's health or school attendance not to do so
- Will provide written agreement before any medicines can be administered to their child (via form 3a

## **Pupils**

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils 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. It is both staff members' and pupils' responsibility to understand what action to take during a medical emergency, such as raising the alarm with other members of staff. This may include staff administering medication to the pupil involved.

## **4. Healthcare professionals**

The local health authority has a statutory duty to purchase services to meet local needs. These services are provided by the local National Health Service (NHS) Trust. The main contacts for school are the School Health Service and Nursing Team, who may be able to help school to develop Individual Health Care Plans for pupils with medical conditions. They may also be able to supplement information provided by the child's parent of

GP or advise where specialist local health teams can be contacted for particular conditions e.g. asthma, diabetes, epilepsy etc.

The School Health Service and Nursing Team are also the main contacts for advice on training for staff willing to administer medication or take responsibility for other aspects of support.

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

Most parents will register their child with a General Practitioner (GP). The GP has a duty of confidentiality to their patients and should only exchange information with the school with the consent of the child's parent or carer or the child, if the child is mature enough. In some cases parents may agree for a GP to liaise directly with the school, in others it will be via the School Health Service and Nursing Team.

In some instances a parent or carer or child may not wish the GP to provide the school with any information in respect of medical conditions. In these cases the GP will observe such confidentiality and must comply with the parent's or child's wishes.

## **5. Equal opportunities**

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. The school will consider what reasonable adjustments need to be made to enable these pupils 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 pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

## **6. Being notified that a child has a medical condition**

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP. (See Appendix 1)

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

When notification of a child with a medical condition is received, the school will:

- Gather all the required information by providing parents with the appropriate form and having follow-up conversations where necessary. (Form 3a – Request for School to Administer/Supervise Medicine)
- Where possible, make appropriate arrangements for staff to administer medication
- Where required, instigate an IHP

- Receiving, storing and disposing of medication

## **7. Receiving prescribed medication from parents**

The parents of pupils who need medication administered at school will be sent an administering medication parental consent form to complete and sign; the signed consent form will be returned to the school and appropriately filed before staff can administer medication to pupils under the age of 16. A signed copy of the parental consent form will be kept with the pupil's medication, and no medication will be administered if this consent form is not present. Consent obtained from parents will be renewed annually.

The school will only store and administer prescribed medication. The school will store a reasonable quantity of medication, e.g. a maximum of four weeks' supply at any one time. Aspirin will not be administered unless the school has evidence that it has been prescribed by a doctor.

Parents will be advised to keep medication provided to the school in the original packaging, complete with instructions, as far as possible, particularly for liquid medications where transfer from the original bottle would result in the loss of some of the medication on the inside of the bottle. This does not apply to insulin, which can be stored in an insulin pen.

## **8. Storing pupils' medication**

The school will ensure that all medications are kept appropriately, according to the product instructions, and are securely stored. Medication that may be required in emergency circumstances, e.g. asthma inhalers and AAs, will be stored in a way that allows it to be readily accessible to pupils who may need it and can self-administer, and staff members who will need to administer them in emergency situations. All other medication will be stored in a place inaccessible to pupils, e.g. a locked cupboard.

The school will ensure that pupils know where their medication is at all times and are able to access them immediately, e.g. by ensuring that the identities of any key holders to the storage facilities are known by these pupils.

Medication stored in the school will be:

- Kept in the original container alongside the instructions for use.
- Clearly labelled with:
  - The pupil's name.
  - the name of the medication.
  - The correct dosage.
  - The frequency of administration.
  - Any likely side effects.
  - The expiry date.
- Stored alongside the accompanying administering medication parental consent form.

Medication that does not meet the above criteria will not be administered.

## **9. Disposing of pupils' medication**

The school will not store surplus or out-of-date medication. Where medication and/or its containers need to be returned to the pupils' doctor or pharmacist, parents will be asked to collect these for this purpose.

Needles and other sharps will be disposed of safely and securely, e.g. using a sharps disposal box.

## 10. Administering medication

Medication will only be administered at school if it would be detrimental to the pupil not to do so. Only suitably qualified members of staff will administer controlled drugs. Staff will check the expiry date and maximum dosage of the medication being administered to the pupil each time it is administered, as well as when the previous dose was taken.

Medication will be administered in a private, comfortable environment and, as far as possible, in the same room as the medication is stored. The room will be equipped with the following provisions:

- Arrangements for increased privacy where intimate contact is necessary
- Facilities to enable staff members to wash their hands before and after administering medication, and to clean any equipment before and after use if necessary
- Available PPE for use where necessary

Before administering medication, the responsible member of staff should check:

- The pupil's identity.
- That the school possesses written consent from a parent.
- That the medication name, dosage and instructions for use match the details on the consent form.
- That the name on the medication label is the name of the pupil being given the medication.
- That the medication to be given is within its expiry date.
- That the pupil has not already been given the medication within the accepted frequency of dosage.

If there are any concerns surrounding giving medication to a pupil, the medication will not be administered and the school will consult with the pupil's parent or a healthcare professional, documenting any action taken.

If a pupil cannot receive medication in the method supplied, e.g. a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the pupil's parent, following advice from a healthcare professional.

Where appropriate, pupils will be encouraged to self-administer under the supervision of a staff member, provided that parental consent for this has been obtained. If a pupil refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their IHPs, and parents will be informed so that alternative options can be considered.

The school will not be held responsible for any side effects that occur when medication is taken correctly. Written records will be kept of all medication administered to pupils, including the date and time that medication was administered and the name of the staff member responsible. Records will be stored in accordance with the Records Management Policy.

## 11. Medical devices

### **Asthma inhalers**

The school will allow pupils who are capable of carrying their own inhalers to do so, provided that parental consent for this has been obtained. The school will ensure that spare inhalers for pupils are kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working.

### **AAIs**

The school will allow pupils who are capable of carrying their own AAIs to do so, provided that parental consent for this has been obtained. The school will ensure that spare AAIs for pupils are kept safe and secure in preparation for the event that the original is misplaced, unavailable or not working.

Spare AAls are not located more than five minutes away from where they may be required. The emergency AAls can be found at the following locations:

- [Office store room \(no identified need currently\)](#)
- [Kitchen](#)

There will be a stock of AAls, that are replenished when used, within locations where there is a greater risk of anaphylaxis occurring, e.g. the dining hall. The school will ensure that risk assessments regarding the use and storage of AAls on the premises are conducted and up-to-date.

Medical authorisation and parental consent will be obtained from all pupils believed to be at risk of anaphylaxis for the use of spare AAls in emergency situations. The spare AAls will not be used on pupils who are not at risk of anaphylaxis or where there is no parental consent. Where consent and authorisation has been obtained, this will be recorded in the pupil's IHP.

Pupils' and spare AAls will be obtained, stored and administered in line with the school's Allergen and Anaphylaxis Policy.

## **12. Individual Healthcare Plans**

For pupils with chronic or long-term conditions and disabilities, an IHP will be developed in liaison with the pupil, their parent, the headteacher, the SENCO and any relevant medical professionals. When deciding what information should be recorded on an IHP, the following will be considered:

- The medical condition and its triggers, signs, symptoms and treatments
- The pupil's resulting needs, such as medication, including the correct dosage and possible side effects, medical equipment, and dietary requirements
- The specific support needed for the pupil's educational, social and emotional needs
- The level of support needed and whether the pupil will be able to take responsibility for their own health needs
- The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role
- Which staff members need to be aware of the pupil's condition
- Arrangements for receiving parental consent to administer medication
- Separate arrangements which may be required for out-of-school trips and external activities
- Which staff member can fulfil the role of being a designated, entrusted individual to whom confidentiality issues are raised
- What to do in an emergency, including whom to contact and contingency arrangements
- What is defined as an emergency, including the signs and symptoms that staff members should look out for

The governing board will ensure that IHPs are reviewed at least annually. IHPs will be routinely monitored throughout the year by a designated staff member.

## **13. Educational trips and visits**

In the event of an educational trips and visits which involve leaving the school premises, medication and medical devices will continue to be readily available to staff and pupils. This may include pupils carrying their medication themselves, where possible and appropriate, e.g. for asthma inhalers.

If the medication is of a type that should not be carried by pupils, e.g. capsules, or if pupils are very young or have complex needs that mean they cannot self-administer, the medication will be carried by a designated staff member for the duration of the trip or activity.

There will be at least one staff member who is trained to administer medication on every out-of-school trip or visit which pupils with medical conditions will attend. Staff members will ensure that they are aware of any pupils who will need medication administered during the trip or visit, and will ensure that they know the correct procedure, e.g. timing and dosage, for administering their medication.

If the out-of-school trip or visit will be over an extended period of time, e.g. an overnight stay, a record will be kept of the frequency at which pupils need to take their medication, and any other information that may be relevant. This record will be kept by a designated trained staff member who is present on the trip and can manage the administration of medication.

All staff members, volunteers and other adults present on out-of-school trips and visits will be made aware of the actions to take in a medical emergency related to the specific medical needs and conditions of the pupil, e.g. what to do if an epileptic pupil has a seizure.

#### **14. Medical emergencies**

Medical emergencies will be handled in line with the First Aid Policy.

For all emergency medication stored by the school, the school will ensure it is readily accessible to staff and the pupil who requires it, and is not locked away. For all emergency medication kept in the possession of a pupil, e.g. AAls, the school will ensure that pupils are told to keep the appropriate instructions with the medication at all times. A spare copy of these instructions will be kept by the school in the school nurse's office.

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

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

#### **15. Monitoring and review**

This policy will be reviewed annually by the governing board and headteacher. The next scheduled review is date.

Records of medication administered on the school premises, or on school trips and visits, will be monitored, and the information recorded will be used to improve school procedures.

Staff members trained in administering medication will routinely recommend any improvements to the procedure. The school will also seek advice from any relevant healthcare professionals as deemed necessary. Any changes made to this policy will be communicated to the relevant stakeholders, including pupils whose medication is stored at school and their parents.

#### **16. Liability and indemnity**

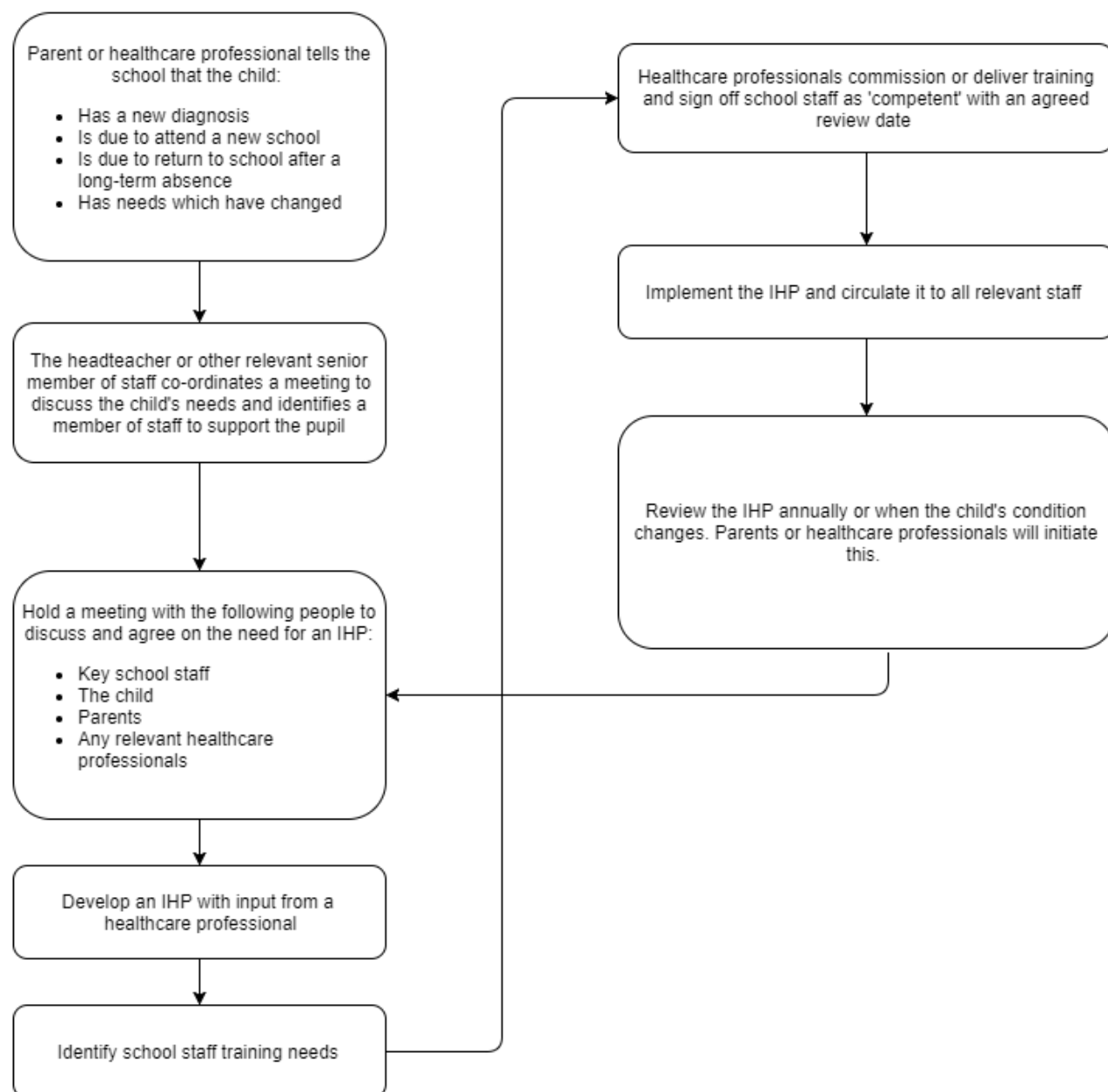
The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The school is a member of the Department for Education's risk protection arrangement (RPA) and is insured through this.



## Appendix 1

### Being notified a child has a medical condition



## Appendix 2

# HOW TO RECOGNISE AN ASTHMA ATTACK

The signs of an asthma attack are:

- Persistent cough (when at rest)
- A wheezing sound coming from the chest (when at rest)
- Difficulty breathing (the child could be breathing fast and with effort, using all accessory muscles in the upper body)
- Nasal flaring
- Unable to talk or complete sentences. Some children will go very quiet.
- May try to tell you that their chest 'feels tight' (younger children may express this as tummy ache)

# CALL AN AMBULANCE IMMEDIATELY AND COMMENCE THE ASTHMA ATTACK PROCEDURE WITHOUT DELAY IF THE CHILD:

- Appears exhausted
- Has a blue/white tinge around lips
- Is going blue
- Has collapsed

## Appendix 3

# WHAT TO DO IN THE EVENT OF AN ASTHMA ATTACK

- Keep calm and reassure the child
- Encourage the child to sit up and slightly forward
- Use the child's own inhaler – if not available, use the emergency inhaler
- Remain with the child while the inhaler and spacer are brought to them
- Immediately help the child to take two separate puffs of salbutamol via the spacer
- If there is no immediate improvement, continue to give two puffs at a time every two minutes, up to a maximum of 10 puffs
- Stay calm and reassure the child. Stay with the child until they feel better.

The child can return to school activities when they feel better

- If the child does not feel better or you are worried at ANYTIME before you have reached 10 puffs, CALL 999 FOR AN AMBULANCE
- If an ambulance does not arrive in 10 minutes give another 10 puffs in the same way

## Appendix 4

### Contacting Emergency Services

#### ***What to do if you have to call 999 for an ambulance***

*(A completed copy of this form should be stored by the telephone in the School Office)*

Be ready to speak clearly and slowly
Be ready to repeat information if asked Dial 9 then 999
Ask for an ambulance
Be ready with the following information:
1. School telephone number: <b>0113 3206290</b>
2. School location: <b>Eden Way</b>
3. The postcode: <b>LS4 2TF</b>
4. The exact location in the school: <b>Which class? Which playground?</b>
5. Your name: <b>(first and last name)</b>
6. The name of the person and short description of symptoms
7. The best entrance (Eden Way) and state that the crew will be met and taken to the casualty
8. The what3words for the school reception are <b><i>gifted.fact.sends</i></b>

What3words – trips and activities

## Form 1 (p1/4)

## Supporting pupils with medical conditions

## Individual Healthcare Plan

*(if the period of administering medicine is 8 days or more, there must be an individual Healthcare Plan)*

Child's Name:

Class:

Date of Birth:

Child's Address:

Medical Diagnosis/Condition:

Date:

Review Date:

## Contact Information

Family Contact 1	Family Contact 2
Name:	Name:
Relationship to Child:	Relationship to Child:
Phone (home):	Phone (home):
Phone (work):	Phone (work):
Phone (mobile):	Phone (mobile):

<b>Clinic Hospital Contact</b>	<b>GP</b>
Name:	Name:
Phone:	Phone:

## Health Information

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities equipment or devices, environmental issues etc.

# Form 1 (p2/4)

## Supporting Pupils with Medical Conditions Individual Healthcare Plan

Daily care requirements: (e.g. before sport/at lunchtime/medication)

### Medicine 1

Name / type of medicine: \_\_\_\_\_

Date dispensed: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Self-Administration: Yes / No (*delete as appropriate*)

How to give (dosage and method): \_\_\_\_\_

When to give: \_\_\_\_\_

When should we stop giving medicine? \_\_\_\_\_

Storage requirements \_\_\_\_\_

Agreed review date to be initiated by: \_\_\_\_\_

Special instructions / precautions: \_\_\_\_\_

Side effects, or possible allergic reactions  
For us to know about? \_\_\_\_\_

### Medicine 2

Name / type of medicine: \_\_\_\_\_

Date dispensed: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Self-Administration: Yes / No (*delete as appropriate*)

How to give (dosage and method): \_\_\_\_\_

When to give: \_\_\_\_\_

When should we stop giving medicine? \_\_\_\_\_

Storage Requirements \_\_\_\_\_

Agreed Review date to be initiated by: \_\_\_\_\_

Special instructions / precautions: \_\_\_\_\_

Side effects, or possible allergic reactions

For us to know about?

# Form 1 (p3/4)

## Supporting Pupils with Medical Conditions Page 3 Individual Healthcare Plan

Specific support for the pupil’s educational, social and emotional needs:

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Arrangements for school visits/trips etc.

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Describe what constitutes an emergency for the child, and the action to take if this occurs:

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Who is responsible in an emergency: (state if different for off-site activities)

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The above information is, to the best of my knowledge, accurate.

I give consent to Sacred Heart Catholic Primary School Staff to administer/supervise medicine in accordance with school policy. I accept that this is a service that Sacred Heart Catholic Primary School Staff to administer/supervise medicine in accordance with school policy. I accept that this is a service that Sacred Heart Catholic Primary school is not obliged to undertake. I understand that I must notify the school in writing of any changes to the given information. I understand that I should collect any remaining medicine and that medicine remaining at the end of the school year will be disposed of by school.

Signed: \_\_\_\_\_ Parent/Carer      Date: \_\_\_\_\_



## Form 1 (p4/4)

### Supporting Pupils with Medical Conditions Individual Healthcare Plan

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**Plan developed with:**

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**Staff training required/undertaken:**

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**Form copied to:**

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**School contact person:**

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This plan has been developed in accordance with our Supporting Pupils with Medical Conditions Policy.

#### **School Agreement to Administer/Supervise Medicine**

To be completed by Headteacher / Deputy Headteacher/Assistant Headteacher/Responsible Officer It is agreed that your child will receive the medicine in accordance with the details provided above. Medication will be given by a member of staff or self-administered; in both cases, another will witness the medication.

Signature and date:\_\_\_\_\_

## Form 2a

### Sacred Heart Catholic Primary School

Supporting Pupils with Medical Conditions

Request for School to Administer/Supervise Medicine.

Parental agreement for school/ setting to administer medicine

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

<b>Sacred Heart Catholic Primary School</b>	
Name of Child	
Date of Birth	
Class	
Name and strength of medicine	
Date dispensed	
Expiry date	
Dosage and method	
Timing	
Number of tablets/ quantity to be given to the school setting	
Special precautions	
Are there any side effects that the school/ setting needs to know about?	
Self administration	Yes/ No (delete as appropriate)
Procedures to take in an emergency	
Contact details	
Name	
Daytime telephone number	
Relationship to child	
GP contact	
Review date to be agreed with staff member	

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

I accept that this is a service that the school is not obliged to undertake. I understand that I must notify the school of any changes in writing. I consent to medical information concerning my child's health to be shared with other school staff and/or health professionals to the extent necessary to safeguard his/her health and welfare. Each item of medicine must be delivered in it's original container and must be clearly labelled with the following information: pupil's name, name of medication, dosage, frequency of dosage, date of dispensing, storage requirements (if necessary) and expiry date.

Signed:

Print:

Date

## Form 2b

**Sacred Heart Catholic Primary School**

## Supporting Pupils with Medical Conditions:

### Record of Medicine Administered to an Individual Child

[illegible]

## Form 3

### Sacred Heart Catholic Primary School

Supporting Pupils with Medical Conditions

Request for child to carry his/her medicine

For use only when this requirement has been advised by a healthcare professional and this has been confirmed by the school. This form must be completed by parent/carer.

A child should only carry their own medicine if they are able to administer the medicine independently. If more than one medicine is to be given a separate form should be completed for each one.

Child's name and class: \_\_\_\_\_

Medical condition/illness: \_\_\_\_\_

#### **Medicine (*Continue overleaf for any points below*)**

Name/type of medicine: \_\_\_\_\_

Date dispensed: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

How to give (dosage and method: \_\_\_\_\_

Special instructions/precautions: \_\_\_\_\_

Side effects for us to know about: \_\_\_\_\_

Procedures to take in an emergency: \_\_\_\_\_

#### **Contact Details**

Name: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Name and telephone number of GP: \_\_\_\_\_

**I would like my child to keep his/her medicine on him/her for use as necessary:**

**Signature and date:** \_\_\_\_\_

#### **School Agreement for child to carry his/her own medicine**

To be completed by Headteacher/Deputy Headteacher/Assistant Headteacher

Agreed in accordance with the information provided by the parent/carer and healthcare professionals:

Signature and date: \_\_\_\_\_

## Form 4

### Sacred Heart Catholic Primary School

Supporting pupils with medical conditions

Consent form for use of emergency Salbutamol inhaler

Child's name and class: \_\_\_\_\_

[please tick as appropriate]

1. I can confirm that my child has been ☐ diagnosed with asthma / has been prescribed an inhaler.
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day/ a spare will be held in school. (PLEASE NOTE: Inhalers and spacers should be provided together in a plastic container labelled with the child's name.)
3. 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 inhaler held by the school for such emergencies.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name (print) \_\_\_\_\_

Parent's address and contact details:

## Form 5

### Sacred Heart Catholic Primary School

Supporting pupils with medical conditions (Form 6)

Notification form to parents of use of emergency Salbutamol inhaler

Child's Name \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

Dear.....

This letter is to formally notify you that your child named above has had problems with his / her breathing today.

Time: ..... AM/PM

Location: .....

(Tick appropriate line)

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.

Your child soon felt better but if you have any queries about this please contact the school office.

Yours sincerely

Signed on behalf of the Headteacher

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Form 6

**Sacred Heart Catholic Primary School**

## Supporting pupils with medical conditions

## Emergency Salbutamol inhaler Record of Medicine Administered

Medicine: Salbutamol Inhaler

Batch Number:

Expiry Date:

## IMPORTANT NOTES

If possible, use the child's own spacer to avoid cross contamination. If the emergency spacer is used please wash and dry thoroughly before replacing in the kit.

The equipment is inspected regularly but if you think any of it needs to be replaced please contact the school office.

[illegible]

## Form 7

**Sacred Heart Catholic Primary School**

## Supporting pupils with medical conditions

## Emergency Salbutamol inhaler kit list and checks record

This kit contains:

- A Salbutamol metered dose inhaler
- Plastic spacer compatible with the inhaler
- Instructions on using the inhaler and spacer
- Instructions on cleaning and storing the inhaler and spacer
- A sheet giving the batch number, expiry date and record of usage of the inhaler with note of arrangements for replacing the equipment
- A list of children permitted to use the emergency inhaler
- Guidance – How to Recognise an Asthma Attack (Appendix B of the Supporting Pupils with Medical Conditions Policy)
- Guidance – What to Do in the Event of an Asthma Attack (Appendix C of the Supporting Pupils with Medical Conditions Policy)

This kit was checked:

[illegible]