

# **Christ Church School, Hampstead**

## **Medical Conditions Policy**

### **Policy statement**

Christ Church School is an inclusive community that aims to support and welcome pupils with medical conditions. The school aims to provide all pupils with medical conditions the same opportunities as others at school. Our aims and vision for all members of our school community are set out in our *mission statement*:

*At Christ Church School we respect and value each individual's contribution to our school community. We work to inspire our children with the love of learning and to strive for excellence in all aspects of school life.*

*We aim to make everyone's time at Christ Church School an enjoyable and rewarding experience and achieve our mission statement by:*

- *promoting the highest standards of teaching and learning*
- *providing a rich and stimulating curriculum*
- *encouraging the development of self confidence, self discipline and healthy living*
- *developing a spiritual awareness*
- *promoting a Christian ethos whilst respecting other people's faith*
- *welcoming the involvement of parents and other members of the local community*
- *expecting everybody to understand their own rights and take responsibility to respect the rights of others*
- *expecting everybody to make a positive contribution to our school, the wider community and our planet*
- *providing an environment where all feel safe from bullying and discrimination.*

The school ensures all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident of knowing what to do in an emergency. At Christ Church School we understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. We understand the importance of medication being taken as prescribed. All staff understand the common medical conditions that affect children at this school. Staff members receive training on the impact medical conditions can have on pupils.

### **An inclusive community**

Christ Church School is an inclusive community and understands it has a responsibility to make the school welcoming and supportive for pupils with medical conditions who currently attend or to those who may enrol in the future. The school aims to provide all pupils with medical conditions the same opportunities as others at school, as set out in our mission statement above, and to include them in all school activities.

Pupils with medical conditions are encouraged to take control of their conditions, as far as practical, and pupils should feel confident in the support they receive from the school to help them do this. Parents of pupils with medical conditions should feel secure in the care their children receive at Christ Church School.

### **Consultation on and dissemination of this policy**

This policy was written based on the guidance in the DCSF Medical Conditions at School Policy Resource Pack (2007), referencing the Department for Education's Statutory guidance 'Supporting pupils at school with medical condition' September 2014 and Guidance on the use of emergency salbutamol inhalers in schools, September 2014.

The policy was written involving consultation with staff (teaching and support staff, including trained first aiders), governors (Behaviour and Safety Committee), the school nurse and pupils, via school council.

The policy is widely available for consultation, e.g. on the school's computer network and on the school's website. The policy has been publicised to parents, through the school newsletter.

The key procedures contained within this policy are repeated in the home-school diary which is updated and sent home annually to all parents and pupils at the start of the year, or to any new pupils when they join the school. Information about this policy is also given out to new Reception parents in their induction meetings with staff before their children join the school. Staff members are reminded of the procedures in this policy in the annual September staff INSET and in the staff handbook which is updated annually and given to all staff. This policy is also part of the key policies file shared with supply teachers.

### **Emergency procedures and training**

Staff members at Christ Church School understand their duty of care to pupils in the event of an emergency (whether a general emergency or one linked to a medical condition). 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 medication.

All staff members know what action to take in the event of a medical emergency, including how to contact the emergency services and who to contact within the school. This training is refreshed at least annually in the September staff INSET and through the staff handbook. If pupil needs to be taken to hospital, a member of staff will stay with them until a parent arrives. The school tries to ensure that the member of staff is one the child knows well.

All staff members are aware of the most common serious medical conditions at this school. All members of staff receive training and know what to do in an emergency for the children in their care with medical conditions. This training may involve discussion with parents or health care professionals or specific individual or group training sessions. Training is refreshed at least annually and more often is requested. Action for staff to take in an emergency for the most common serious conditions at school is shared with staff annually and displayed in the school.

Where a child has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

### **Emergency salbutamol inhalers**

From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 allowed schools to keep a salbutamol inhaler for use in emergencies.

The emergency salbutamol inhaler will only be used by children, for whom written parental consent has been given and who have been diagnosed with asthma and have a prescribed inhaler. The inhaler will be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).

Two emergency asthma inhaler kits will be in place, one will remain on the school site and the other will accompany children on school trips. These kits will include:

- a salbutamol metered dose inhaler
- two single-use plastic spacers compatible with the inhaler; (Once a spacer has been used by a child it must not be used by anyone else)
- instructions on using the inhaler and spacer/plastic chamber;
- instructions on cleaning and storing the inhaler;
- manufacturer's information;

- a checklist of inhalers, identified by their batch number and expiry date, with monthly checks recorded;
- a note of the arrangements for replacing the inhaler and spacers
- a list of children permitted to use the emergency inhaler
- a record of administration (i.e. when the inhaler has been used).

In the event of there being two or more trips out of school affecting children with asthma it will be the head teacher's decision as to which trip takes the emergency asthma inhaler kit.

## **Administration of medication at school**

### Administration of emergency medication

All pupils at Christ Church School have easy access to their emergency medication.

All children are encouraged to carry and administer their own emergency medication when their parents and health specialists determine they are able to start taking responsibility for their condition. All pupils (or their accompanying adults) carry their emergency medication with them at all times (except if they are controlled drugs), including when on off-site or residential visits. Pupils who do not carry their own emergency medication understand which member of staff is carrying the medication and will assist them in taking their medication safely.

### Administration of general medication

As a general rule, children who are unwell and who are on short term medication should not be in school. However, there are instances when children need to take medication whilst at school.

The school understands the importance of medication being taken as prescribed and all medication should be taken under the supervision of an adult.

All staff are aware that there is no legal or contractual duty for any member of staff to administer or supervise a pupil taking medication. Many members of staff are happy to take on the voluntary role of administering (or supervising the administration of) medication. For medication where no specific training is necessary, any member of staff may administer or supervise the administration of prescribed or non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent. Training is given to all staff members who agree to administer medication, where training is needed. In some circumstances medication may only be administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult. If a trained member of staff who is usually responsible for administering medication is not available the school makes alternative arrangements.

In some cases parents may be requested to come into school to administer the medication to their child.

Parents at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

If a pupil refuses their medication, this should be recorded by the member of staff and the child's parents informed as soon as possible. If a pupil misuses medication, either their own or someone else's, their parents are informed as soon as possible. The pupil is subject to the school's usual disciplinary procedures.

All staff attending off-site visits are aware of the medical conditions of pupils in the group, and what to do in an emergency. Medical conditions are always highlighted on the trip request form and, if necessary, specific arrangements made at the trip risk assessment stage.

## **Storage and disposal of medication at school**

### **Storage of emergency medication**

Emergency medication is readily available to pupils who require it at all times during the school day or on off-site visits.

All epipens are kept, clearly labelled, in the front office and all staff know where they are located. Reception and KS1 asthma inhalers and spacers will be kept in the front office, KS2 children will in general have responsibility for their own asthma inhalers and spacers.

Older, more responsible pupils will carry their emergency medication and relevant devices on them at all times and keep their own medication securely. Pupils are reminded to carry their emergency medication with them. Pupils, whose health care professionals and parents advise the school that their child is not yet able or old enough to self manage and carry their own medication, know exactly where to access their emergency medication.

### **Storage of non-emergency medication**

All non-emergency medication is kept in a secure place, out of reach of children. Pupils with medical conditions know where their medication is stored and how to access it. Staff ensure that medication is only accessible to those for whom it is prescribed or intended. Controlled drugs are kept in a locked cupboard.

Medicines are kept either in the front office cupboard or in the fridge in the back office – neither accessible to children when unsupervised.

### **Safe storage and disposal**

There is an identified member of staff (administrative officer) who ensures the correct storage of medicine at school. This role entails:

- regularly (at least termly) checking the expiry dates of all medication stored at school;
- ensuring (along with the parent) that all medication brought into school is clearly labelled with the child's name, name and dose of the medication and frequency of dose plus copy of doctor's note is available;
- ensuring that medication is stored in accordance with instructions, paying particular note to temperature;
- ensuring that parents are asked to collect out-of-date medication;
- ensuring that any uncollected medication is disposed of appropriately, including by taking it to a local pharmacy for safe disposal.
- cough sweets to be handed to class teachers plus verbal comment or written note of consent from parents. Children to eat cough sweet in presence of class teacher, in the classroom.

All prescribed medicines must be in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container.

It is the parent's responsibility to ensure that in-date medication is in school throughout the school year.

Parents are shown an example epi-pen box at the Reception parent meeting in June before their children join the school to demonstrate how this medication is stored in school.

Storage and disposal of needles in sharps boxes would be carried out following guidance from the health care professional involved and the LA.

## **Record keeping**

All parents are asked if their child has any health conditions or health issues on the pupil details form completed at the time of enrolment and again on the annually-completed diary contact forms.

Care plans, provided by the relevant health care professional, are kept with all emergency medication (e.g. epipens and inhalers) stored in school. For more complex conditions or medications, a detailed health care plan would be agreed (and regularly reviewed) by the parent, health care professional and school and shared with all relevant members of staff. The school nurse will support parents and school to ensure all healthcare plans are in place and up to date. In an emergency the care plan (and remaining medication) would be sent with the child to hospital.

If a pupil requires regular prescribed or non-prescribed medication at school parents will be asked for written permission for a member of staff (or the pupil, supervised by a member of staff) to administer the medication. (See example form at the end of this policy.) Separate, detailed information and consent is sought on administration of medication on residential trips.

An accurate record, including dose, is kept of when medication is administered and by whom on the permission form.

A log of training received by staff on medical conditions and related issues is kept by the head teacher centrally.

## **School environment**

At Christ Church School we aim that the whole school environment, including the physical environment, as well as social, sporting and educational activities, is inclusive and favourable to pupils with medical conditions.

### **Physical environment**

At Christ Church School we are committed to providing a physical environment that, as far as practical, is accessible to pupils with medical conditions. Any plans to make changes to the physical environment are made with accessibility issues in mind and following consultation, including with those with medical conditions. The school recognises that its commitment to an accessible physical environment extends to off-site visits and that this sometimes means changing locations or activities.

### **Social interactions**

At Christ Church School we ensure that the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities including break and lunch times, and to ensure they have full access to extended school activities such as discos, productions, clubs and residential visits. All staff are aware of the potential social problems that pupils with medical conditions may experience. Staff members use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and positive behaviour policies. Staff members use opportunities such as PSHE lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

### **Exercise and physical activity**

At Christ Church School we understand the importance of all pupils taking part in sports, games and physical activities. The school ensures that classroom teachers, PE teachers and sports coaches make appropriate adjustments to activities to make them accessible to all pupils and that they know that no pupil should be forced to take part in any activity that makes them feel unwell. Teachers and coaches are aware of pupils who have been advised not to participate or to take precautions in specific activities and of any potential triggers for pupils' medical conditions when exercising. The school ensures that pupils have appropriate food, drink and/or medication accessible to them for physical activities.

The school actively encourages pupils with medical conditions to participate in school teams and physical activity after-school clubs.

## Education and learning

At Christ Church School we ensure that pupils with medical conditions can participate fully in all aspects of the curriculum (including residential visits) and that, when necessary, appropriate adjustments or support are provided. If a pupil is missing a lot of time at school, has limited concentration or is frequently tired, staff members understand that this may be due to their medical condition. Staff are aware of the potential for children with medical conditions to have special educational needs (SEN) and would consult with the school's Inclusion leader for more support when necessary.

Lessons about common medical conditions are incorporated into PSHE lessons and other areas of the curriculum, and pupils learn about what to do in the event of a medical emergency.

## Reducing and eliminating common triggers

At Christ Church School we are committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on off-site visits. School staff have been given training and information on common medical conditions and how to avoid or reduce exposure to common triggers for these conditions. The school actively works towards reducing or eliminating these health and safety risks.

Risk assessments for all school activities and outdoor trips take into account the needs of pupils with medical conditions.

The school reviews all medical emergencies and incidents to see how they could have been avoided and makes appropriate changes to the school's policy and procedures in the light of any review.

## Roles and responsibilities

Supporting a child with a medical condition during school hours involves a partnership between school staff, healthcare professionals (and, where appropriate, social care professionals), local authorities, parents and pupils.

### The Governing Body (as the employer at the school)

The Governing Body has a responsibility to:

- ensure the health and safety of its employees and anyone else on the premises or taking part in school activities, including all pupils. This includes staff and pupils on off-site or residential visits.
- ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions.
- make sure the medical conditions policy is effectively monitored and evaluated and regularly updated.
- when appropriate, report to parents, pupils, school staff and LA about the successes and areas for improvement of the medical conditions policy.
- provide indemnity for staff who volunteer to administer medication for pupils with medical conditions.

### Head teacher

The school's head teacher has a responsibility to:

- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- liaise between interested parties and stakeholders with regard to the medical conditions policy.
- ensure the policy is put into action, with good communication of the policy to all.
- ensure that information held by the school is accurate and up-to-date.
- ensure all staff have completed an up-to-date Personal Emergency Evacuation Plan if necessary and any points addressed
- ensure all staff have completed an emergency form – this information is kept confidentially and only opened when necessary
- ensure pupil confidentiality.
- assess the training and development needs of staff and arrange for them to be met.

- ensure that all new staff and supply teachers know the medical conditions policy.
- delegate a member of staff to check expiry dates on medication.
- monitor and review the policy at least on a three-yearly basis, with input from stakeholders, or more frequently in light of changes to local or national guidance and legislation.

### All staff members

All staff members at this school have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- understand the school's medical conditions policy.
- know which pupils in their care have a medical condition and be familiar with their care.
- be aware of any changes to year group Medical Records, visible in classrooms and registers, kitchen and staffroom
- allow all pupils to have immediate access to their emergency medication.
- maintain effective communication with parents, including informing them if their child has been unwell at school.
- ensure pupils who carry their own medication have it with them when they go on a school visit.
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell).
- ensure all pupils with medical conditions are not excluded unnecessarily from activities in which they wish to take part.
- ensure pupils have the appropriate medication and food with them during any exercise and are allowed to take it when needed.

Teaching staff members have a responsibility to:

- ensure pupils who have been unwell have the opportunity to 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
- produce their year group's Medical Record sheet which includes photographs of each child with medical needs and ensure this is kept up-to-date
- liaise with parents, health care professionals and SENCo if a child is falling behind in their work because of their condition.
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness of medical conditions.

### School nurse

The school nurse has a responsibility to:

- help update the school's medical conditions policy.
- provide (or provide access to) regular training for school staff in managing the most common medical conditions in school.
- provide information about where the school can access other specialist training.
- support parents and school to ensure all healthcare plans are in place and up to date.

### First aiders

First aiders have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards.
- when necessary ensure that an ambulance or other professional medical help is called.

First aiders are divided across the school between EYFS, KS1 and KS2 classes. They receive regular training, ensuring that their qualification is kept up to date. School first aiders are named on risk assessments for class trips out of school.

### Pupils

Pupils at Christ Church School have a responsibility to:

- treat other pupils with or without a medical condition equally and with respect
- tell their parents, teacher or nearest staff member when they are not feeling well.
- let a member of staff know if another pupil is feeling unwell.
- let any pupil take their medication when they need it, and ensure a member of staff is called.
- treat all medication with respect.
- know how to gain access to their medication in an emergency.
- if mature and old enough, know how to take their own medication and to take it when they need it.
- ensure a member of staff is called in an emergency situation.

### Parents

The parents of a child at this school have a responsibility to:

- tell the school if their child has a medical condition.
- ensure the school has complete and up-to-date information about their child's care and medication (including a care plan if necessary).
- inform the school about the medication their child requires during school hours and while taking part in visit or out of school activities.
- 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.
- provide the school with appropriate spare medication labelled with their child's name.
- ensure that their child's medication is within expiry dates.
- keep their child at home if they are not well enough to attend school.
- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with an appropriate health care professional.

### **Review and evaluation**

This policy is reviewed at least on a three-yearly basis to ensure it is an accurate reflection of current best practice and local and national guidance and legislation.

The evaluation of the implementation of this policy is the responsibility of the head teacher and the Governors Behaviour and Safety Committee. Any evaluation (or review) will seek the views of all relevant stakeholders including children with medical conditions and their parents.

Reviewed with amendments and agreed by Governors Behaviour and Safety Committee October 2015.



## Requesting an ambulance

**9 to dial out first**

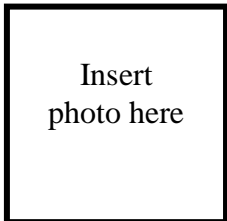
**Then dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

1. Telephone number – **0207 435 1361**
2. Your name
3. Location - **Christ Church Primary School, Christ Church Hill, Hampstead, NW3 1JH**
4. Provide the exact location of the patient within the school setting
5. Provide the name of the child and a brief description of their symptoms
6. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient – **Entrance off Christ Church Hill**

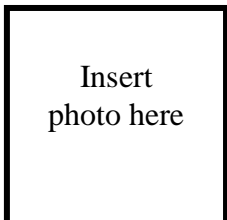
# Year \_ Medical Records

Epipens are kept in the front office



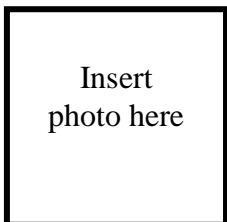
**Child's Name**

Allergic to



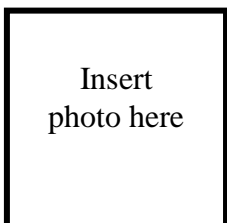
**Child's Name**

Allergic to



**Child's Name**

Allergic to



**Child's Name**

Allergic to

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# Christ Church Primary School

Christ Church Hill, London, NW3 1JH

tel: 0207 435 1361 fax: 0207 794 5148

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Dear Parent/Carers

We have your child's epipen in the school office and are currently ensuring all appropriate paperwork is in place and that any medication has not reached its expiry date. The list below indicates what should be within your child's emergency medication container. We will be contacting you if anything is missing to ensure we have all we need in the event of your child having an allergic reaction to anything.

Content of the box.

Child's name:	
Year group:	
Date this letter was sent to parent/carers:	

Box content	In place (✓) To be provided by parent. Expiry date
2 epipens - in case one miss fires	
Antihistamine - if this has been prescribed by the doctor	
An up-to date health care plan - filled in by your child's health care nurse/doctor	
Labelled box with the child's photograph attached	
Completed copy of Christ Church Primary Medication Permission form (attached)	

A photograph of your child along with their medical condition are displayed in the staff room, hall and in the register to ensure all staff are aware of their medical needs.

If you have any questions regarding this please do not hesitate to contact me or if you would like to arrange a meeting with the school nurse to discuss your child's healthcare plan that is in place we would be happy to organise this.

Best wishes

Jennie Kirby



Pupil information

Name of child: \_\_\_\_\_ Class: \_\_\_\_ Date of birth: \_\_\_\_\_

Medical condition or illness \_\_\_\_\_

**Christ Church School, Hampstead**

**Medication permission and record - to be kept with medication**

To be completed by parents before staff will administer or supervise the administration of any medication.

All medication must be clearly labelled with the child's name, in its original storage container and kept with this permission form.

Medication information

Name of medication (as described on the container): \_\_\_\_\_

Date medication provided by parents: \_\_\_\_\_

Quantity received: \_\_\_\_\_

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

Dose: \_\_\_\_\_

Timing (how often and times of the day): \_\_\_\_\_

Long/short term: From (date): \_\_\_\_\_ until (date): \_\_\_\_\_

Method (self or staff administration required): \_\_\_\_\_

Any other information and precautions necessary (including symptoms to respond to, storage instructions):

I agree to my child receiving medication and/or treatment as documented above whilst in school.

I understand this is a service which the school is not obliged to undertake if appropriate information has not been supplied.

I understand I am responsible for ensuring the appropriate medication and equipment is available to the school.

I confirm that I am the parent/guardian for this child and I am able to give authority for the administration of the medication.

I agree to inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/Carer signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Contact numbers: (1) \_\_\_\_\_ (2) \_\_\_\_\_

**Confirmation that medicine was received**

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Please see our medical conditions policy for more details on administration of medication.



Record of administration of or supervision of administration of medication

To be completed by member of staff:

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

Dose taken: \_\_\_\_\_

Administered by/supervised by member of staff: \_\_\_\_\_ (signed)  
\_\_\_\_\_ (printed)

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

Dose taken: \_\_\_\_\_

Administered by/supervised by member of staff: \_\_\_\_\_ (signed)  
\_\_\_\_\_ (printed)

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

Dose taken: \_\_\_\_\_

Administered by/supervised by member of staff: \_\_\_\_\_ (signed)  
\_\_\_\_\_ (printed)

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

Dose taken: \_\_\_\_\_

Administered by/supervised by member of staff: \_\_\_\_\_ (signed)  
\_\_\_\_\_ (printed)

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

Dose taken: \_\_\_\_\_

Administered by/supervised by member of staff: \_\_\_\_\_ (signed)  
\_\_\_\_\_ (printed)

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

Dose taken: \_\_\_\_\_

Administered by/supervised by member of staff: \_\_\_\_\_ (signed)  
\_\_\_\_\_ (printed)

# Christ Church Primary School

Christ Church Hill, London, NW3 1JH  
tel: 0207 435 1361 fax: 0207 794 5148

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Dear Parent/Carers

Thank you for informing us that your child suffers from asthma and that there may be times when he/she requires an inhaler.

As from 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 allows schools the options to keep a salbutamol inhaler and spacer in school for use in emergencies. The governors at Christ Church have decided that we will purchase emergency inhalers and spacers and we are currently organising all the necessary paperwork.

The system we are putting in place will allow an emergency salbutamol inhaler to be used by children, who have been diagnosed with asthma and prescribed an inhaler.

Written parental consent for use of the emergency salbutamol inhaler must be in place, I am attaching the parent consent form. Parents/ carers will also need to send in a copy of your child's asthma healthcare plan which you will be able to obtain from your child's doctors or asthma nurse.

The British Thoracic Society (BTS) guidelines recommend the use of a spacer for children with asthma. It is imperative your child has their prescribed inhaler and spacer in school but in the unfortunate event that they have forgotten them or that the inhaler is broken or empty and your child has an asthma attack then the emergency inhaler will be administered. The inhaler will be used with their own spacer.

Please return the appropriate paperwork as soon as possible to ensure that all necessary paperwork is in place.

A photograph of your child along with their medical condition are displayed in the staff room, hall and in the register to ensure all staff are aware of their medical needs.

If you have any questions regarding this please do not hesitate to contact me or if you would like to arrange a meeting with the school nurse to discuss your child's asthma healthcare plan we would be happy to organise this.

Many thanks

Jennie Kirby







Pupil information

Name of child: \_\_\_\_\_ Class: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Christ Church School, Hampstead

Make 2 copies:

- Copy to be sent home
- Copy to be kept at school

Form to inform parents/ carers of emergency  
Salbutamol Inhaler use



Child's inhaler not at school

This is to formally notify you that \_\_\_\_\_ has had problems with his /her breathing today. This happened when \_\_\_\_\_

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.

Puffs given: \_\_\_\_\_

Time: \_\_\_\_\_

Administered by/supervised by member of staff: \_\_\_\_\_ (signed)

\_\_\_\_\_ (printed)

Please ensure your child brings in their inhaler and there is an up to date asthma healthcare plan in school. The healthcare plan should be handed into the office.

- KS2 children will have responsibility for their own inhalers and spacers at all times
- Reception & KS1 children's inhalers and spacers will be kept in the front office





Pupil information

Name of child: \_\_\_\_\_ Class: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Christ Church School, Hampstead

Make 2 copies:

- Copy to be sent home
- Copy to be kept at school

Form to inform parents/ carers of emergency  
Salbutamol Inhaler use

**Child's inhaler was not working**



This is to formally notify you

that \_\_\_\_\_ has had problems with his /her breathing today. This happened when \_\_\_\_\_

Their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol.

Puffs given: \_\_\_\_\_

Time: \_\_\_\_\_

Administered by/supervised by member of staff: \_\_\_\_\_ (signed)

\_\_\_\_\_ (printed)

Please ensure your child brings in their inhaler and there is an up to date asthma healthcare plan in school. The healthcare plan should be handed into the office.

- KS2 children will have responsibility for their own inhalers and spacers at all times
- Reception & KS1 children's inhalers and spacers will be kept in the front office