

**St James' C of E Primary School
Emergency Asthma Inhaler Policy**

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Whilst all staff have a duty to take reasonable care for the health and safety of children and young people in School, there is no legal or contractual duty on school staff to administer medicine or supervise a pupil taking it. Where staff do agree to participate in these duties it is important to recognise that their participation is of a voluntary nature. All staff have the right to refuse to administer/supervise administration of medicines. Where a member of staff does feel the need to refuse to administer/supervise administration of medicine, the Head Teacher should be informed and they will then decide if they are prepared to administer/supervise administration of the medication.

Staff who do volunteer to administer emergency asthma medication should not agree to do so without first receiving appropriate information and training.

Any member of staff who is prepared to administer emergency asthma medication should only do so under strictly controlled guidelines as detailed in "Guidance on the use of emergency salbutamol inhalers in schools (September 2014)" from the Department for Health for England.

In order for administration of emergency asthma medication to be safe the following points should be noted:

1. It is each parent's/carer's responsibility to ensure that their child is fit to attend school and any asthma medication required whilst the child is at school should be supplied by the parent and self administered by the child.
2. Each child with an asthma inhaler should have an individual care plan.
3. The school emergency asthma inhaler should only be used with children who have been prescribed their own inhaler but when this is not available for use.
4. Children who have not been prescribed their own inhaler **must not** be allowed to use the school emergency asthma inhaler.
5. Parents/carers must provide written consent for the school emergency inhaler to be used during an asthma attack, when the child's own inhaler is not available.
6. Staff administering asthma medication should do so in accordance with instructions provided.
7. A record of all school emergency asthma medication administered to a child **must** be completed and maintained. Parents should also be informed.

8. If there is any doubt about administering of medication parent/carers should be contacted.
9. If a child refuses to take their inhaler, staff should not force them to do so. Staff should contact parent/carers and call the emergency services if required.
10. The school emergency asthma inhaler must be cleaned after each use if no spacer is used.
11. Spacers should be used when required. These should not be re-used or cleaned but given to the pupil to take home.
12. The emergency services should be called if the asthma attack becomes worse and the inhaler is not having any effect.

This policy should be read alongside the Health and safety, Safeguarding and First Aid Policies.