

Thames View Junior School

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Asthma Policy

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1. Introduction

Thames View Junior School is committed to ensuring that all pupils with asthma, allergies and related medical conditions are supported effectively, safely and inclusively whilst attending school and participating in all aspects of school life.

Asthma and allergies are common medical conditions affecting children and young people. Whilst many pupils are able to manage their conditions independently, some may require additional support from trained school staff to ensure their health, safety and wellbeing are maintained.

This policy sets out the procedures and expectations that all staff at Thames View Junior School must follow when supporting pupils with asthma, allergies and anaphylaxis. It provides guidance on recognising symptoms, administering emergency medication, responding appropriately to medical incidents and ensuring pupils are able to participate fully in education.

The school recognises that effective management of asthma and allergies requires a partnership approach between pupils, parents/carers, school staff and healthcare professionals. Individual needs will be considered carefully, and reasonable adjustments will be made where necessary to ensure pupils can access learning and wider school opportunities safely.

This policy applies to all areas of school life, including classrooms, break and lunchtimes, physical education, extra-curricular activities and educational visits.

The policy will be reviewed annually, or sooner where there are changes to legislation, statutory guidance or school procedures, to ensure that practice remains current and effective.

2. Policy Statement

At Thames View Junior School, we are committed to:

- Ensuring pupils with asthma and allergies are identified, supported and able to access education safely.
- Providing a safe and supportive environment where pupils feel confident managing their medical needs.
- Ensuring staff understand their responsibilities when supporting pupils with asthma, allergies and anaphylaxis.
- Ensuring emergency medication, including salbutamol inhalers and adrenaline auto-injectors, is accessible and administered appropriately when required.
- Maintaining accurate medical records and individual healthcare information.
- Working collaboratively with parents/carers and healthcare professionals to support pupils' health and wellbeing.

No pupil with asthma or allergies should be prevented from participating in school activities because of their medical condition. Appropriate planning, risk assessment and support will be provided to enable full inclusion.

3. Aims and Objectives

The aims and objectives of this policy are to:

Asthma Management

- Ensure pupils with asthma are identified and appropriately supported within school.
- Provide clear procedures for managing asthma symptoms and asthma attacks.
- Ensure staff understand how to recognise signs of poorly controlled asthma.
- Support pupils in developing independence and confidence in managing their asthma.
- Ensure emergency asthma medication is readily available when required.
- Maintain accurate records of asthma medication use and communication with parents/carers.

Allergy and Anaphylaxis Management

- Ensure pupils with allergies are identified and supported safely.
- Provide clear guidance for preventing, recognising and responding to allergic reactions.
- Ensure staff understand the signs and symptoms of anaphylaxis and the emergency procedures required.
- Support the safe administration and storage of prescribed allergy medication, including adrenaline auto-injectors.
- Ensure pupils with allergies are included fully in all aspects of school life.

Whole-School Approach

- Ensure all staff understand their role in supporting pupils with medical conditions.
- Promote awareness and understanding of asthma, allergies and anaphylaxis across the school community.
- Maintain effective communication between school, parents/carers and healthcare professionals.
- Ensure practice reflects current medical advice and statutory guidance.

4. Legal Framework and Statutory Guidance

This policy has been developed with regard to the following legislation and guidance:

- **The Children and Families Act 2014**
- **The Equality Act 2010**
- **The Health and Safety at Work etc. Act 1974**
- **Supporting pupils at school with medical conditions (Department for Education, 2015)**
- **The Special Educational Needs and Disability Regulations 2014**
- **The Human Medicines Regulations 2012**
- **First Aid in Schools: Department for Education Guidance**

- **NHS guidance relating to asthma, allergies and anaphylaxis**

Thames View Junior School recognises its duty to make reasonable adjustments for pupils with medical conditions and disabilities and will ensure that asthma and allergy management procedures are implemented consistently across the school.

The school will ensure that:

- Appropriate arrangements are in place for supporting pupils with medical conditions.
- Individual Healthcare Plans are created where required.
- Medication is stored safely and administered appropriately.
- Staff receive suitable training and guidance.
- Pupils are not disadvantaged because of their medical condition.

5. Roles and Responsibilities

The Governing Body

The Governing Body is responsible for:

- Ensuring appropriate policies and procedures are in place to support pupils with asthma and allergies.
- Ensuring the school meets its statutory responsibilities.
- Monitoring the effectiveness of asthma and allergy management arrangements.

The Headteacher

The Headteacher is responsible for:

- Ensuring this policy is implemented effectively.
- Ensuring sufficient staff receive appropriate training.
- Ensuring suitable arrangements are in place for pupils with medical conditions.
- Ensuring parents/carers are informed of relevant procedures.

The Medical Lead

The Medical Lead at Thames View Junior School is responsible for:

- Maintaining accurate medical records.
- Maintaining the asthma and allergy register.
- Ensuring medication is stored appropriately and checked regularly.
- Supporting staff with medical procedures.
- Ensuring parents/carers are contacted where required.
- Monitoring medication expiry dates.
- Ensuring staff training remains up to date.

School Staff

All members of staff have a responsibility to:

- Familiarise themselves with pupils who have asthma or allergies.
- Understand relevant emergency procedures.
- Know where emergency medication is stored.
- Support pupils in managing their medical needs.
- Respond calmly and appropriately during medical incidents.
- Record medication administration accurately.

Staff must never hesitate to seek emergency medical assistance where a pupil's health or safety is at risk.

Parents and Carers

Parents/carers are responsible for:

- Providing the school with accurate and up-to-date medical information.
- Informing the school of any changes to their child's condition or medication.
- Providing appropriate medication and equipment.
- Ensuring medication is in date.
- Working collaboratively with school staff to support their child.

6. Understanding Asthma

What is Asthma?

Asthma is a common long-term respiratory condition that affects the airways (the tubes that carry air in and out of the lungs). In people with asthma, the airways can become inflamed, narrow and produce extra mucus, making it more difficult for air to move freely.

Asthma symptoms vary from person to person and may change over time. Common symptoms include:

- Coughing, particularly at night or after exercise.
- Wheezing (a whistling sound when breathing).
- Shortness of breath.
- Tightness in the chest.
- Difficulty breathing.

Asthma symptoms can be triggered by a range of factors, including:

- Viral infections such as colds.

- Exercise.
- Cold weather.
- Changes in weather conditions.
- Dust, pollen or other allergens.
- Smoke or strong smells.
- Stress or emotional responses.

When a pupil comes into contact with one of their known triggers, their symptoms may become worse and, in some cases, this can lead to an asthma attack.

At Thames View Junior School, we recognise that every child's asthma is different. Some pupils may require occasional support, whilst others may need more regular monitoring and an Individual Healthcare Plan to ensure their needs are managed safely.

7. Asthma Register and Identification of Pupils

Thames View Junior School maintains an up-to-date asthma register to ensure that pupils with asthma are known to relevant members of staff and can receive appropriate support when required.

All pupils who require asthma medication are recorded on **Medical Tracker**, which is accessible to authorised staff through their individual Medical Tracker login.

The asthma register includes:

- The pupil's name.
- Their class.
- Details of their prescribed inhaler.
- Emergency contact information.
- Relevant medical advice and care plans where applicable.

The Medical Lead is responsible for ensuring that records remain accurate and are updated whenever new information is provided by parents/carers or healthcare professionals.

Parents/carers must inform the school immediately of any changes to:

- Their child's asthma diagnosis.
- Their child's medication.
- Their child's asthma triggers.
- Their child's emergency management plan.

8. Individual Healthcare Plans for Asthma

Most pupils with asthma are able to manage their condition independently with appropriate access to their medication. However, some pupils with more complex or severe asthma may require an Individual Healthcare Plan (IHP).

An Individual Healthcare Plan may be required where asthma:

- Has a significant impact on the pupil's daily life.
- Affects attendance or participation in school activities.
- Requires regular monitoring or adult support.
- Requires specific emergency procedures.

An Individual Healthcare Plan will outline:

- The pupil's asthma triggers.
- Common symptoms.
- How and when medication should be administered.
- The number of inhaler doses required.
- What action should be taken during an asthma attack.
- Emergency contact details.
- Any additional support required.

Individual Healthcare Plans will be developed in partnership with parents/carers and, where appropriate, healthcare professionals.

9. Types of Asthma Inhalers

There are two main types of inhalers commonly used by children and young people with asthma.

Reliever Inhalers (Usually Blue Inhalers)

Reliever inhalers contain **salbutamol**, a fast-acting medicine that relaxes the muscles around the airways, helping the child breathe more easily.

These inhalers:

- Provide quick relief from asthma symptoms.
- Are used when symptoms occur.
- Are the inhalers kept in school for emergency relief.

A pupil may need to use their reliever inhaler when experiencing symptoms such as coughing, wheezing, chest tightness or difficulty breathing.

The number of doses required will depend on the pupil's individual asthma plan.

Preventer Inhalers (Usually Brown Inhalers)

Preventer inhalers usually contain a low-dose steroid medication that reduces inflammation in the airways.

These inhalers:

- Are normally taken regularly at home.
- Help prevent asthma symptoms from occurring.
- Do not provide immediate relief during an asthma attack.

The school does not usually store preventer inhalers unless specifically required as part of an agreed Individual Healthcare Plan.

10. Daily Asthma Management Procedures at Thames View Junior School

Thames View Junior School aims to support pupils to manage their asthma confidently and independently wherever possible.

The following procedures are in place:

- Pupils with asthma have access to their prescribed reliever inhaler throughout the school day.
- Asthma inhalers are available in classrooms and the First Aid Room.
- Pupils are encouraged to recognise their own symptoms and seek support when needed.
- Staff provide appropriate supervision and assistance where required.
- All medication use is recorded on Medical Tracker.

For pupils with severe or complex asthma, additional arrangements may be required. These will be outlined within their Individual Healthcare Plan.

11. Asthma Medication During Physical Education and Exercise

Exercise can sometimes trigger asthma symptoms. To ensure pupils can participate safely in physical activity:

- Teachers must be aware of pupils with asthma within their class.
- Pupils must have access to their inhaler during PE lessons.
- Teachers must take asthma medication with them when leaving the classroom for PE lessons or sporting activities.
- Pupils should be encouraged to use their inhaler before exercise if this is advised within their asthma plan.
- Any use of inhalers during PE must be recorded on Medical Tracker.

Pupils with asthma should not be excluded from physical activity unless advised by a healthcare professional.

12. Recognising Poorly Controlled Asthma

Poorly controlled asthma may require additional medical support. Staff should be aware of signs that may indicate a pupil's asthma is not well managed.

These may include:

- Frequent coughing, particularly during the school day or at night.
- Regularly needing to use their reliever inhaler.
- Difficulty participating in physical activities.
- Becoming increasingly tired or breathless.
- Frequent absence due to asthma symptoms.
- Reporting that their inhaler is not providing usual relief.

Where concerns are identified, staff should inform the Medical Lead, who will liaise with parents/carers and advise that medical support is sought where appropriate.

13. Storing Asthma Inhalers and Equipment

At Thames View Junior School, each pupil with asthma is provided with an individual asthma storage pack.

Each pack contains:

- The pupil's prescribed inhaler.
- A spacer where required.
- Relevant medical information or Individual Healthcare Plan.

The storage pack is:

- Clearly labelled with the pupil's name.
- Stored in an accessible location.
- Easily identifiable in an emergency.
- Moved with the pupil when they transition into a new year group.

Within classrooms, asthma packs are stored in a visible and accessible location, with appropriate first aid information displayed nearby to ensure staff can locate medication quickly during an emergency.

A spare emergency inhaler is also stored within the First Aid Room in accordance with Department for Education guidance.

The Medical Lead completes regular checks to ensure:

- Inhalers are present.
- Medication has not expired.
- Equipment is complete.
- Records are accurate.

Parents/carers will be contacted when medication is due to expire or requires replacement.

Expired medication will be returned to parents/carers for safe disposal or returned to a pharmacy where appropriate.

14. Recognising and Responding to an Asthma Attack

Recognising an Asthma Attack

An asthma attack occurs when asthma symptoms become significantly worse and the airways become increasingly narrowed, making it difficult for the child or young person to breathe.

If asthma is managed effectively, symptoms will usually improve following the use of a reliever inhaler. However, if symptoms do not improve, the pupil may be experiencing an asthma attack and requires immediate support.

Staff should be aware of the following signs and symptoms:

- Increasing coughing, wheezing or breathlessness.
- Complaints of a tight chest.
- Difficulty speaking in full sentences.
- Difficulty walking or carrying out normal activities due to breathlessness.
- Breathing becoming faster or more difficult.
- The pupil appearing distressed, anxious or panicked.
- The reliever inhaler not appearing to provide relief.
- The pupil becoming unusually tired, weak or quiet.
- Complaints of chest or stomach pain.

A pupil experiencing an asthma attack should never be left alone.

Emergency Procedure for an Asthma Attack

If a pupil is experiencing an asthma attack, staff should remain calm and follow the pupil's Individual Healthcare Plan where one is in place.

The following procedure should be followed:

1. **Stay calm and reassure the pupil.**
 - a. Encourage them to sit upright.
 - b. Help them remain as calm as possible.
 - c. Do not allow them to lie down unless they become unconscious.
2. **Support the pupil to use their reliever inhaler.**
 - a. The pupil should use their blue salbutamol inhaler as instructed in their asthma plan.

- b. A spacer should be used where this forms part of the pupil's usual asthma management.
3. **Seek support from a first aid trained member of staff and the Medical Lead.**
 - a. The Medical Lead should be informed as soon as possible.
 - b. Another member of staff should remain with the pupil.
4. **Monitor the pupil's symptoms carefully.**
 - a. If symptoms improve, the pupil should continue to be monitored.
 - b. Parents/carers should be informed if the asthma attack has required additional medication or support.
5. **Call 999 if emergency support is required.**

Emergency services should be contacted immediately if:

- The pupil's symptoms are severe.
- The inhaler is not helping.
- The pupil is too breathless to speak.
- The pupil becomes exhausted, drowsy, confused or collapses.
- Staff are concerned about the pupil's condition.

The parent/carer should be contacted after emergency services have been called.

15. Recording Asthma Incidents and Medication Use

Any occasion where a pupil requires their asthma medication during the school day must be recorded on **Medical Tracker**.

Records should include:

- The date and time medication was administered.
- The name of the medication.
- The number of doses/puffs given.
- The reason medication was required.
- The member of staff who supported the pupil.

Once recorded, Medical Tracker will notify parents/carers to ensure they are aware of medication use.

Repeated use of a reliever inhaler may indicate that a pupil's asthma is not well controlled. Where this occurs, the Medical Lead will discuss this with parents/carers and advise them to seek medical guidance if appropriate.

16. Understanding Allergies

What is an Allergy?

An allergy occurs when the body's immune system reacts to a substance that is normally harmless. These substances are known as allergens.

Allergies are common among children and young people. Some allergies may improve as children get older, whilst others can continue throughout life.

Common allergens include:

Food Allergens

- Nuts and peanuts.
- Milk.
- Eggs.
- Fish and shellfish.
- Wheat.
- Soy.
- Other specific foods identified by healthcare professionals.

Environmental Allergens

- Grass and tree pollen.
- Dust mites.
- Animal dander.
- Mould.

Other Allergens

- Certain medicines.
- Latex.
- Insect stings.

At Thames View Junior School, we recognise that allergic reactions can range from mild symptoms to life-threatening emergencies. All reported allergies are taken seriously and appropriate measures are put in place to reduce risk.

17. Allergy Register and Identification of Pupils

All pupils with diagnosed allergies are recorded on **Medical Tracker**.

The allergy register enables staff to:

- Identify pupils with known allergies.
- Understand the nature and severity of their allergy.
- Access relevant medical information.

- Follow agreed emergency procedures.

Where a pupil has a severe allergy or risk of anaphylaxis, an Individual Healthcare Plan will be created.

This plan will include:

- The allergen(s).
- Symptoms of an allergic reaction.
- Emergency procedures.
- Medication required.
- Details of prescribed emergency medication.
- Parent/carers contact information.

18. Managing Allergies at Thames View Junior School

Thames View Junior School works proactively to reduce the risks associated with allergies while ensuring pupils remain included in all aspects of school life.

Staff should:

- Be aware of pupils with allergies in their class.
- Understand individual pupil healthcare plans.
- Ensure pupils have access to emergency medication.
- Encourage pupils to develop independence in managing their allergies where appropriate.
- Follow food safety procedures during classroom activities involving food.
- Consider allergies when planning activities, celebrations and educational visits.

The school recognises that it is not always possible to guarantee an allergen-free environment. Therefore, effective awareness, preparation and emergency response procedures are essential.

19. Recognising an Allergic Reaction

Allergic reactions usually occur soon after exposure to an allergen.

Symptoms of a mild allergic reaction may include:

- Sneezing.
- A runny or blocked nose.
- Red, itchy or watery eyes.
- A skin rash.
- Itching or tingling sensations.
- Mild swelling.
- Worsening asthma or eczema symptoms.
- Coughing or wheezing.

Any suspected allergic reaction should be taken seriously and monitored carefully.

Staff should refer to the pupil's Individual Healthcare Plan for specific guidance.

20. Anaphylaxis

What is Anaphylaxis?

Anaphylaxis is a severe and potentially life-threatening allergic reaction that affects the whole body.

It is a medical emergency and requires immediate treatment.

Symptoms may include:

- Difficulty breathing.
- Severe wheezing or asthma symptoms.
- Swelling of the lips, mouth, tongue or throat.
- Difficulty swallowing or speaking.
- Widespread flushing or hives.
- Severe abdominal pain, nausea or vomiting.
- Dizziness or feeling faint.
- Sudden weakness.
- Collapse or unconsciousness.
- A feeling of impending danger or distress.

Symptoms can develop rapidly, and early treatment is essential.

21. Emergency Management of Anaphylaxis

If a pupil is showing signs of anaphylaxis, staff must act immediately.

The following procedure should be followed:

1. **Administer the adrenaline auto-injector immediately.**
 - a. Use the pupil's prescribed auto-injector where available.
 - b. Follow the instructions printed on the device.
 - c. Do not delay administration while waiting for emergency services.
2. **Call 999 immediately.**
 - a. State clearly that the pupil is experiencing anaphylaxis.
3. **Position the pupil safely.**
 - a. Lay the pupil flat unless they are struggling to breathe.
 - b. If breathing difficulties are severe, allow them to sit upright.
 - c. Do not allow them to stand or walk.
4. **Stay with the pupil and monitor their condition.**
5. **Administer a second adrenaline auto-injector if required.**

- a. If symptoms have not improved after 5–15 minutes and a second device is available, another dose should be administered.

6. Contact parents/carers once emergency services have been called.

All staff must understand that anaphylaxis is a medical emergency and that administering adrenaline promptly can be lifesaving.

22. Types of Allergy Medication

There are several different types of medication that may be prescribed or recommended to support pupils with allergies. The type of medication required will depend on the severity and nature of the pupil's allergy.

Medication should only be administered in accordance with parental consent, medical guidance and the pupil's Individual Healthcare Plan where applicable.

Common allergy medications include:

Antihistamines

Antihistamines are commonly used to help manage mild to moderate allergic reactions.

They work by reducing the effects of histamine, a chemical released by the body during an allergic reaction.

Antihistamines may help relieve symptoms such as:

- Itching.
- Skin rashes.
- Sneezing.
- Runny nose.
- Watery eyes.
- Mild swelling.

Some antihistamines may cause drowsiness, while others are less likely to do so.

Examples include:

- Cetirizine.
- Loratadine.
- Chlorphenamine (such as Piriton).

Staff should only administer antihistamines where appropriate consent and instructions have been provided by parents/carers.

Decongestants

Decongestants may provide short-term relief from symptoms such as nasal congestion.

They may be available in forms including:

- Nasal sprays.
- Drops.
- Tablets.
- Liquids.

These medications are not usually required during the school day unless specifically agreed as part of a pupil's healthcare arrangements.

Creams and Lotions

Some pupils may require creams or lotions to manage allergy-related skin reactions, itching or eczema symptoms.

These should only be applied by staff where:

- Written parental consent has been provided.
- Clear instructions have been supplied.
- The medication is prescribed or agreed as appropriate.

Steroid Medication

Steroid medication can help reduce inflammation caused by allergic reactions.

Some weaker steroid treatments may be available over the counter, whilst stronger treatments are prescribed by healthcare professionals.

Any steroid medication required during the school day must be managed according to the school's medication procedures.

Adrenaline Auto-Injectors

Adrenaline auto-injectors are prescribed for pupils at risk of anaphylaxis.

They contain adrenaline (epinephrine), which helps to reverse the effects of a severe allergic reaction.

Common brands include:

- EpiPen.
- Jext.
- Emerade.

Pupils prescribed adrenaline auto-injectors should have access to their medication at all times, including during:

- Classroom activities.

- Break and lunchtime.
- PE lessons.
- After-school clubs.
- Educational visits.

Staff at Thames View Junior School receive appropriate training to recognise anaphylaxis and administer adrenaline auto-injectors safely.

23. Medication Administration and Storage

Parental Consent and Medication Forms

Any medication that is required to be administered or stored in school must be supported by appropriate documentation.

Parents/carers must complete the school medication form available from the school office.

The form must include:

- The pupil's name.
- The name of the medication.
- The dosage required.
- When the medication should be administered.
- Any specific instructions.
- Parent/carer consent.

Medication cannot be administered without the required information and consent, except in an emergency situation where life-saving medication is required.

Storage of Medication

Medication will be stored safely and appropriately within school.

Storage arrangements include:

- Medication requiring refrigeration will be stored in the designated medical fridge.
- Other medication will be stored securely within the First Aid Room or appropriate locked storage area.
- Asthma inhalers will be stored both in the pupil's classroom and the First Aid Room to ensure rapid access.
- Emergency medication must remain accessible and should not be locked away where this would delay emergency treatment.

All medication must:

- Be clearly labelled with the pupil's name.
- Be within its expiry date.

- Remain in its original packaging.
- Include clear instructions.

Checking Medication

The Medical Lead will regularly check medication to ensure:

- Medication remains in date.
- Equipment is complete.
- Storage arrangements remain appropriate.
- Records are accurate.

Parents/carers will be contacted when medication requires replacement.

Expired medication will be returned to parents/carers for safe disposal or returned to a pharmacy where appropriate.

24. Educational Visits and Off-Site Activities

Thames View Junior School is committed to ensuring pupils with asthma and allergies are able to participate fully in educational visits and enrichment activities.

Pupils with asthma, allergies or anaphylaxis will not be excluded from activities because of their medical condition. Appropriate planning and risk management will ensure they can participate safely.

Before any educational visit:

- Relevant medical information will be reviewed.
- Pupils with asthma or allergies will be identified within the visit risk assessment.
- Staff responsible for the pupil will be made aware of their needs.
- Emergency medication will be checked and taken on the visit.
- A trained first aid member of staff will be allocated responsibility for carrying medication.

For pupils with severe allergies or asthma:

- Their Individual Healthcare Plan will be reviewed.
- Staff will understand emergency procedures.
- Medication will remain accessible throughout the visit.

Medication During Trips and Activities

During educational visits:

- Asthma inhalers, adrenaline auto-injectors and other emergency medication must remain with the pupil or responsible trained adult.

- Medication must not be stored separately from the pupil where this could delay emergency treatment.
- Staff must know how to access emergency medication quickly.
- Any medication administered must be recorded and reported to parents/carers.

25. Staff Training and Awareness

Thames View Junior School recognises that effective asthma and allergy management relies on staff awareness and confidence.

All staff will receive appropriate information and guidance regarding:

- Recognising asthma symptoms.
- Supporting pupils with inhaler use.
- Recognising allergic reactions.
- Understanding anaphylaxis.
- Administering emergency medication where required.

Staff involved in supporting pupils with medical needs will receive appropriate training.

Training may include:

- Asthma awareness.
- Use of emergency inhalers.
- Allergy awareness.
- Administration of adrenaline auto-injectors.
- Emergency response procedures.

Training records will be maintained by the school.

All staff are expected to familiarise themselves with:

- Pupils within their care who have asthma or allergies.
- Relevant Individual Healthcare Plans.
- The location of emergency medication.
- The procedures outlined within this policy.

26. Communication with Parents and Carers

Effective communication between school and families is essential in ensuring pupils with asthma and allergies are supported safely.

Parents/carers should:

- Inform the school of any medical diagnosis.
- Provide up-to-date medical information.
- Inform the school of any changes to medication.
- Ensure medication supplied to school remains in date.

- Attend meetings where healthcare plans are reviewed where appropriate.

The school will:

- Communicate relevant medical updates with appropriate staff.
- Inform parents/carers when medication has been administered.
- Work collaboratively to review support arrangements.
- Encourage pupils to develop independence in managing their condition.

27. Inclusion and Supporting Pupil Independence

Thames View Junior School recognises that children and young people should be supported to develop confidence and independence in managing their medical conditions.

Where appropriate, pupils will be encouraged to:

- Understand their own condition.
- Recognise their symptoms.
- Know where their medication is stored.
- Seek help when required.
- Take responsibility for managing their medication safely.

Support will always be appropriate to the pupil's age, understanding and individual needs.

The school will ensure that pupils with asthma and allergies are not treated differently or disadvantaged because of their medical condition.

28. Monitoring, Review and Evaluation

This policy will be reviewed annually by the Medical Lead and updated where required to reflect:

- Changes to legislation or statutory guidance.
- Updates in medical advice.
- Changes to school procedures.
- Feedback from staff, pupils and parents/carers.

The effectiveness of asthma and allergy procedures will be monitored through:

- Medication records.
- Incident reviews.
- Parent/carer feedback.
- Staff feedback.
- Review of Individual Healthcare Plans.

Any significant medical incidents will be reviewed to identify whether further actions, training or improvements are required.

Appendix 1

Asthma Attack Emergency Action Plan

Thames View Junior School

This guidance should be used alongside the pupil's Individual Healthcare Plan (where applicable).

An asthma attack can become serious very quickly. Staff should remain calm, reassure the pupil and follow the steps below.

Recognising an Asthma Attack

Signs that a pupil may be experiencing an asthma attack include:

- ☐ Increasing coughing, wheezing or breathlessness
- ☐ Tightness in the chest
- ☐ Difficulty speaking in full sentences
- ☐ Breathing becoming faster or more difficult
- ☐ The pupil appearing distressed, anxious or panicked
- ☐ The pupil is too breathless to eat, drink or talk normally
- ☐ The reliever inhaler does not appear to be helping
- ☐ The pupil becomes tired, weak, confused or unusually quiet

Emergency Procedure

Step 1 – Stay Calm and Reassure the Pupil

- Remain calm and reassure the pupil.
- Encourage them to sit upright.
- Keep the pupil as relaxed as possible.
- Do not leave the pupil alone.

Step 2 – Support the Pupil to Use Their Inhaler

- Locate the pupil's asthma inhaler.
- Support the pupil to use their inhaler according to their Individual Healthcare Plan.
- Use a spacer if this forms part of the pupil's normal asthma management.

Record the medication use on Medical Tracker.

Record:

- Date and time.
- Number of puffs taken.
- Member of staff supporting the pupil.

- Reason medication was required.

Step 3 – Seek Support

Contact:

Medical Lead: Joanna Wellwood

A first aid trained member of staff should remain with the pupil.

Call 999 Immediately If:

- ☐ The pupil is struggling to breathe
- ☐ The pupil cannot speak normally due to breathlessness
- ☐ The inhaler is not helping
- ☐ The pupil becomes exhausted, drowsy or confused
- ☐ The pupil's condition is getting worse
- ☐ Staff are concerned about the severity of symptoms

After an Asthma Attack

- Parents/carers should be informed if additional medication or medical support has been required.
- The incident must be recorded on Medical Tracker.
- The pupil should be monitored carefully following an attack.
- Any concerns about asthma control should be shared with the Medical Lead.

Appendix 2

Anaphylaxis Emergency Action Plan

Thames View Junior School

Anaphylaxis is a severe and potentially life-threatening allergic reaction. Immediate action is required.

Staff must act quickly and confidently.

Recognising Anaphylaxis

Signs may include:

- ☐ Difficulty breathing
- ☐ Severe wheezing or asthma symptoms
- ☐ Swelling of the lips, mouth, tongue or throat
- ☐ Difficulty speaking or swallowing
- ☐ Widespread rash, hives or flushing
- ☐ Severe stomach pain, vomiting or nausea
- ☐ Dizziness or collapse
- ☐ Sudden weakness
- ☐ Loss of consciousness

Emergency Procedure

Step 1 – Give Adrenaline Immediately

If the pupil has a prescribed adrenaline auto-injector:

- Administer the auto-injector immediately.
- Follow the instructions printed on the device.
- Do not delay treatment.

Common adrenaline auto-injectors include:

- EpiPen.
- Jext.
- Emerade.

Step 2 – Call 999

Tell the emergency operator:

"This child is experiencing anaphylaxis and has received adrenaline."

Provide:

- The pupil's location.
- Details of the symptoms.
- The time adrenaline was administered.

Step 3 – Position the Pupil Safely

- Lay the pupil flat where possible.
- If breathing is severely affected, allow them to sit upright.
- Do not allow them to stand or walk.
- Stay with the pupil at all times.

Step 4 – Monitor and Provide Further Treatment

- Continue to reassure the pupil.
- Monitor breathing and responsiveness.
- If symptoms do not improve after 5–15 minutes and a second adrenaline auto-injector is available, administer a second dose.

Step 5 – Inform Parents/Carers

Parents/carers should be contacted once:

1. Emergency services have been called.
2. The pupil is receiving appropriate medical support.

Important Reminders for Staff

- ✓ Never delay giving adrenaline if anaphylaxis is suspected.
- ✓ Do not wait for symptoms to become severe.
- ✓ Always follow the pupil's Individual Healthcare Plan.
- ✓ Record the incident fully afterwards.

Appendix 3

Pupil Medical Information Checklist

Asthma, Allergy and Medical Conditions

Pupil Name: _____

Class: _____

Date Completed: _____

Medical Condition Details

Medical condition:

- ☐ Asthma
- ☐ Food allergy
- ☐ Environmental allergy
- ☐ Anaphylaxis risk
- ☐ Other: _____

Asthma Information (if applicable)

Known asthma triggers:

- ☐ Exercise
- ☐ Cold weather
- ☐ Allergens
- ☐ Infections
- ☐ Other: _____

Symptoms usually experienced:

Reliever inhaler:

Name of medication:

Number of puffs required:

Spacer required:

☐ Yes

☐ No

Allergy Information (if applicable)

Known allergens:

Severity:

☐ Mild allergy

☐ Severe allergy

☐ Risk of anaphylaxis

Symptoms of reaction:

Emergency Medication

Medication required:

☐ Inhaler

☐ Adrenaline auto-injector

☐ Antihistamine

☐ Other: _____

Location of medication:

☐ Classroom

☐ First Aid Room

☐ Carried by pupil

☐ Carried by responsible adult

Emergency Contacts

Parent/Carer Name:

Contact Number:

Additional Emergency Contact:

Healthcare Information

Individual Healthcare Plan required:

☐ Yes

☐ No

Reviewed by:

Date reviewed:

Appendix 4

Medication Administration Record Guidance

Thames View Junior School

All medication administered within school must be recorded accurately to ensure pupil safety and effective communication with parents/carers.

When Medication is Administered

Staff must record:

- ✓ The pupil's name
- ✓ Date medication was given
- ✓ Time medication was given
- ✓ Name of medication
- ✓ Dose administered
- ✓ Reason medication was required
- ✓ Name of staff member administering/supporting

Recording Asthma Medication

When a pupil uses their asthma inhaler, staff must record:

- Date and time.
- Number of puffs taken.
- Whether a spacer was used.
- Any symptoms observed.
- Any follow-up action required.

Medical Tracker will notify parents/carers once medication use has been recorded.

Recording Allergy Medication

When allergy medication is administered, staff must record:

- The medication given.
- Dose administered.
- Time given.
- Symptoms displayed before administration.
- Response following medication.

Medication Checks

The Medical Lead will regularly check:

- ☐ Medication expiry dates
- ☐ Medication storage arrangements
- ☐ Emergency equipment availability
- ☐ Medical Tracker records
- ☐ Individual Healthcare Plans

Medication Replacement

Parents/carers will be contacted when:

- Medication is approaching expiry.
- Medication has expired.
- Equipment is missing.
- Updated medical information is required.

Expired medication will be returned to parents/carers or disposed of safely through an appropriate pharmacy route.

Staff Declaration

I confirm that I have read and understood the Thames View Junior School Asthma and Allergy Management Policy and understand my responsibilities when supporting pupils with medical conditions.

Name: _____

Signature: _____

Date: _____