

WESTFIELD COMMUNITY SCHOOL



Asthma Policy

January 2026

Westfield Community School

This school is an inclusive community that welcomes and supports pupils with medical conditions. This school provides all pupils with any medical condition the same opportunities as others at school.

Aims

We will help to ensure that pupils can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing once they leave school

This policy will ensure that all staff and parents are aware of the practice and procedures followed for those children in school with asthma.

Inclusion

Westfield Community School understands the importance of all pupils taking part in physical activity and all relevant staff make appropriate adjustments to physical activity sessions to ensure they are accessible to all pupils. This includes out-of-school clubs and team sports. Westfield ensures all staff understand their duty of care to children and young people in the event of an emergency.

Medicines in school

Westfield Community School holds an emergency inhaler as per

'Guidance on the use of Emergency Salbutamol inhalers in schools' September 2014.

The school holds inhalers for each child, and they are regularly checked (before administration) for expiry dates by the administering member of staff. The storage of medicines differ as the child gets older, the expectation at key stage 2 is to allow the child to become more independent in the storage of their own inhaler, where applicable. Adults in class have a storage place for inhalers for early years and key stage 1 pupils. Inhalers **must** be taken home at the end of each academic year for parents to check expiries and to be cleaned, a form will be signed from parents to say this has been received.

- The school will not use emergency inhalers for those who do not have asthma, unless directed otherwise by a medical professional
- Parents/carers are made aware that that they should let the school know immediately if their child's needs change
- If a pupil misuses their medication, or anyone else's, the parent/ carer is informed as soon as possible, and the school's disciplinary procedures are followed
- The school ensures that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, this is not locked away
- We ensure that all emergency inhaler are stored safely, and that pupils with medical conditions have access to them immediately and that before administration, dates are checked

PE

Taking part in sports is an essential part of school life. Teachers are aware of which children have asthma from the asthma register. Children with asthma are encouraged to participate fully in PE. Each child's inhalers are labelled and kept in a box at the site of the lesson or kept by the child (if older). If a child needs to use their inhaler during the lesson, they will be encouraged to do so.

Record Keeping

At the beginning of each year, data collection sheets are sent out to parents/ carers, and they are requested to update any medical/ health needs as well any other additional needs.

Medical questionnaires are also sent out to update school's records. Mrs Pennington will update class register lists with the names of children who have any medical needs within the class. Revisions of recommended procedures for administering asthma medication will also be given at that time. A general asthma risk assessment is given to each class teacher with a list of the children in their care, this is kept in the folders, located in the classroom, easily accessible for all staff within that area.

If a child requires an individual plan as their asthma is severe, they have their own plan that is completed with the child and their parents as required.

Staff will keep an up-to-date record of any child that requires the emergency inhaler throughout the school day, this will be reported to parents.

This policy will be reviewed annually.