

- Parents complete medical needs section of entry form.
- SIMS report of medical needs created by Office Manager and passed to Mrs C. McFarlane.
- Asthma register updated and copy kept on common drive and hardcopy kept in the Medical Room.
- Class asthma lists created and put in class registers-lists updated regularly as new pupils arrive or a new diagnosis made. Teachers familiarise themselves with which pupils in their class have asthma.
- Text reminders sent to all parents/carers of pupils on the register to request that they provide an inhaler and spacer to be kept in school.
- Asthma inhalers brought in to school are kept in a first aid box in classroom cupboard- Instructions about what to do in an emergency are fixed to the lid of the box.
- Expiry date of asthma inhaler added to the asthma register.
- Emergency asthma pumps and spacer kit purchased and located in the Medical Room. Record of use kept and parents informed by letter whenever their child uses the emergency inhaler.
- All parents/carers of pupils with asthma are sent a letter for them to opt in to using our emergency inhalers.
- Register checked during Term 1 to ensure that pupils on the register either have their own inhaler in school or have permission to use the emergency ones-reminder letter/text sent to relevant parent/carers whose children are not provided for.
- Medical IEPs created where relevant **and triggers for possible attacks noted after consultation with parents.**
- Expired asthma pumps returned to parents for renewal.
- Asthma pumps and spacers returned to parents at the end of the academic year and if a pupil leaves the school during the year.
- **Training for Staff and children on identifying symptoms of an asthma attack, risk factors and support procedures.**