



**BROADWATER**  
CHURCH OF ENGLAND  
PRIMARY SCHOOL

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## **Protocol for Asthma Inhalers, Auto Injectors (Epipens) and Medicines on Trips and Activities 2025 - 2026**

This protocol should be read in conjunction with our **Medicines Policy and Asthma Toolkit** and our **Off Sites Policy**. The protocol reminds staff and volunteers of agreed school practice when supporting children who have asthma inhalers, auto-injectors (Epipens) or require medicines when on school trips or activities.

The person responsible for the supervision of the medical room and for maintaining medical records in school is the Welfare Officer.

### **Asthma Inhalers and auto-injectors (Epipens)**

All children who require an asthma inhaler or an auto-injector (Epipen) keep two in school. One is kept in the classroom and one is stored centrally in the medical room. A list of those children is kept on the inside door of the classroom cupboard to help aid the identification of those children for cover teachers.

All inhalers and auto-injectors (Epipens) are kept securely in the classroom teacher cupboard. All staff that work in the areas are aware of the children that have medical needs and the location of the medicines. The class auto-injector (Epipen) and inhaler is taken with the child when in school activities, such as PE on the field and hall/playground take place

Leaders of after school (lunch time) PE clubs that take place on the field or playground, will collect a box of inhalers/ auto injectors from the school office before the club starts. It is the responsibility of the club leader to know who may require medical attention and return the medicines back to the office at the end of the club.

### **After School Sport Activities and Events**

It is the responsibility of the parent/carer to supply their child's medication from home; this is clearly written in the letter that is sent home regarding the sporting event. As a precaution the office inhaler and auto injector must be taken by the leader to the sporting event. Leaders must check that children have their medication from home before they leave for an event. It is the responsibility of the leader to know who may require medical attention and return the medicines back to the office at the end of the event (medical plans will be in the auto injector box).

### **School Trips including Residential Trips and Sports Events (Trips)**

Both the class and the medical room auto-injector (Epipen) and/or inhaler, are taken on any trip or sports event outside of school (during school day). This includes residential trips although there will have been an increased dialogue with parents prior to a residential trip. The younger children will not carry their medication as they have a leader with them all of the time. Children from Year 3 up will carry one inhaler and the group leader will carry the second. The group leaders will carry all auto-injectors (Epipens) x2.

### *Children in Early Years and Key Stage 1*

The person responsible for the group of children will keep any child's first inhaler or Epipen. The Class Teacher will carry the second inhaler or Epipen although this may vary depending on the nature of the trip. Where groups of children are dispersed across a site, the person responsible for the group may keep both.

### *Children in Key Stage 2*

As children progress through the school, children from Year 3 up will take a greater responsibility for their own inhaler. In this case, they will keep their own with the second one carried by the person responsible for their group. The group leader will carry the auto-injectors (Epipens) x2.

## **Return from Trips**

On return from any trip the person responsible (possibly parent helper) for the group, must hand the auto inhaler (Epipen) or inhaler immediately back to the class teacher who is responsible for returning the Medical Room (auto injector) Epipen or inhaler to the office. The Welfare Officer is responsible for ensuring that items have been returned to the Medical Room and liaising with the class teacher to ensure the class items have also been returned. This must be undertaken no later than the school day after the return of the trip.

Where an item has not been returned the Welfare Officer will make immediate enquiries as to its whereabouts and contact parents where necessary.

Where children in Key Stage 2 may have been responsible for their inhalers the return of this medication must always be checked by the Class Teacher. Auto injector x2 (Epipens) will be carried by the adult accompanying the child/group.

## **Other Medical Needs**

Some children may require the administration of prescription medicines or have other medical needs. In these cases, it is expected that the school will have discussed and agreed a protocol for these in each individual case with the parent/carer.

## **School Sports' Days**

It is recognised that, although a school-based activity, School Sports' Days require alternative arrangements. In this instance, the office inhaler and/or (auto injector) Epipen will be held at a medical table on the field manned by a first aider. Older children will carry the classroom inhaler with them around the events. The second (Medical Room) inhaler or (auto injector) Epipen will be situated at a designated and supervised medical point.

All staff must be aware of which children have medical needs. The Sports Day coordinator will ensure that this information is supplied.

## **Record Keeping**

The Off-Site trip form contains a check box that must be signed to note that all medication has been returned to school. The Welfare Officer is responsible for following up missing items. The school has a system for recording when a child has used an asthma inhaler. A similar system is to be used on school trips using the same 'Green Slip'. The adult responsible for supervising the administration of the inhaler must complete the slip. This must be handed to the trip organiser to return to the Welfare Officer at the end of the trip.