

ASTHMA AND HAYFEVER CHECKLIST

1. Medication

- Emergency AAls are in school and in date
- Spare AAls are available on site
- Reliever inhalers are in school and have not expired
- Preventer inhalers are recorded and families have been reminded to check supply
- Prescribed antihistamines and nasal sprays are in school with valid consent forms in place

2. Individual Healthcare Plans (IHCPs)

- IHCPs for all pupils with asthma are current and reflect their latest medication
- IHCPs reviewed for pupils whose hayfever has worsened this term
- Staff who may administer medication have been briefed on relevant IHCPs
- Parents have been contacted where IHCPs are out of date or medication has changed

3. Hayfever and asthma

- High-pollen day protocols are in place (indoor options at break and lunchtime)
- Seating arrangements reviewed for pupils with severe hayfever
- Pollen forecast has been checked ahead of outdoor events
- Sports days and outdoor events have been risk assessed with pollen and asthma triggers in mind

4. Record-keeping

- First-aid room attendances related to asthma or hayfever are being logged with date, time, pupil name, symptoms, action taken, and staff name
- Patterns of repeat attendance have been reviewed and shared with relevant staff
- Parents of pupils with frequent or worsening symptoms have been contacted