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| Asthma Friendly School Criteria Checklist |
| **School** …………………………………………… | **Name of contact**……………………………………. | **Borough**…………………………………………….. |
| **Standard 1** **Policy** Schools policy should be available to view, all staff should be aware of where it is kept.  | **Details** Amended the Template policy to reflect internal procedures. All staff and parents are aware of the policy. (please note evidence source) Date for reviewNamed contact that has responsibility for review of policy**.**  | **Criteria Met****Yes****No****Action** |
| **Standard 2****Asthma Register** | Register Should clearly state name and DOB of student. Consent to administer emergency medication should also be recorded.If prevalence was low (less than 10%) at initial audit a sweep of whole school should have been undertaken and register updated with newly identified students. Consent for use of emergency inhaler recorded on registerMust be displayed in School office and staffroom/common room with Emergency poster. | **Yes****No****Action** |
| **Standard 3****Emergency Kits/Procedures** | Emergency Kits (minimum of 2 in any school) conveniently located at key points throughout the school. Staff aware of where these are and have easy access to them. Emergency Kit for off - site activities/evacuation of building.Contains Checklist and clear procedures on monitoring use and contents.Parents are informed promptly if emergency kit is required and advised to bring child for review.Asthma Champion/ Leads are easily identified by staff members | **Yes****No****Action** |
| **Standard 4****Individual Health Care Plan (IHCP)****Recording use of students medications****Students who self-Manage****Storage of Inhalers/spacers** | Students have a care plan and know where it is kept – usually school office.IHCP signed by a Dr or Nurse.Records kept of medication usage and parents informed promptly of any incidents/usage outside of the IHCP.Check that if recording takes place in more than one location i.e. classroom and office – the record is amalgamated to clearly reflect frequency of use. Ideally there should be 1 record.Students should be encouraged to self-manage their condition where appropriate. Where students self-manage a spare inhaler and spacer ***mus***t be kept in school. Asthma medication and spacer is clearly labelled and stored in a coolLocation Expiry dates are checked regularly by staff andReplaced when required.Inhaler is administered via a spacerSpacers are single person use | **Yes****No****Action** |
| **Standard 5****Whole School Training** | Asthma training should be taken up by the whole school – a minimum of 85% is required to achieve Kite Mark status.  | **Yes****No****Action** |