

Asthma Policy



Lead Personnel: SM & HR Manager

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Review Frequency: Three Years

Aims which guide our policies and practice

As a school, we seek to promote shared moral and ethical values to unite both local and global interests which enable children to become global citizens. Our agreed school aims are:

- *To create a happy and stimulating learning environment, in which each child will develop to their full potential, thereby achieving high educational standards.*
- *To develop self-awareness, self-respect and tolerance of others by developing an understanding of the world in which they live.*
- *To appreciate human achievements and aspirations; develop aesthetic sensitivity and appreciation; physical ability and co-ordination and a concern for the safety of themselves and others.*
- *To prepare children to live and work with others, enabling them to be responsible and caring members of the community.*
- *To give children, at the end of their period of primary education, an appetite for acquiring further knowledge, experience and skills, so ensuring they are prepared for the challenges of the next stage in their education.*

We ensure that all of our policies and practices are guided by these aims and we seek to ensure that they are at the forefront of all that we do.

Introduction

Asthma is a very common long-term lung condition for children and young people in the UK and the impact this condition has on the lives of the 1.1 million children and young people with asthma is enormous. 1 in 12 children in the UK has asthma (*Asthma UK*). However, with the right healthcare management and support from their family, schools and the wider community, there is nothing that should stop the vast majority of children and young people with asthma from leading full and active lives.

This school recognises that asthma is a widespread, serious but controllable condition affecting many pupils at the school. The school positively welcomes all pupils with asthma. This school encourages pupils with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, governors and pupils. Training by the school nurse is available to all staff and will be updated once a year. A register of training undertaken by staff will be held centrally in the school office.

Associated Policies

This policy should be considered alongside other related school policies: Medical Needs Policy, Health & Safety Policy, Educational Visits.

Asthma medicines

Immediate access to reliever medicines is essential. For those children who need to have a reliever inhaler available during the day there is an inhaler box in each classroom , which is kept accessible to the children who require them, but safe from other young children. When the class is taken out on an educational visit, swimming lesson or local walk the class teacher or teaching assistant takes the inhaler box along too.

Parents/carers are asked to ensure that the child has an inhaler in school at all times, if they are prescribed them. All inhalers must be labelled with the child's name by the parent/carer.

School staff are not required to administer asthma medicines to pupils (except in an emergency), however many of the staff at this school are happy to do this. School staff who agree to administer medicines are insured by the local education authority when acting in agreement with this policy. All school staff will let pupils take their own medicines when they need to.

Record keeping

At the beginning of each school year, or when a child joins the school, parents are asked to inform the school if their child is asthmatic. All parents of children with asthma are required to complete a School Asthma Card (Asthma UK) and provide an Asthma Plan and return it to the school.

Teachers need to look at the medical forms for their class, when these have been updated, so they are aware of any child's medical conditions in their class and so they can keep other adults, who need to know, up-to-date with relevant information. If any changes are made to a child's medication it is the responsibility of the parents or carer to inform the school.

Dane Royd Junior and Infant School does hold an emergency inhaler and spacer as per 'Guidance on the use of Emergency Salbutamol inhalers in schools' March 2015. This medication can only be administered to children on the Asthma Register.

Parents of children with Asthma are sent a letter asking permission for the emergency inhaler to be used in the event that their own inhaler is not available. Parents will be informed if their child has used the emergency inhaler. Parents are also informed via the Asthma Reporting Form if their child has used their inhaler and the suspected reason for this.

Asthma inhalers are stored in individual storage boxes which contain a kit list. The Asthma Champion is responsible for checking the kit list every half term to check all items are present and in date. Staff record the time medication is given and complete the Asthma Reporting Form which is given to inform the child's parents and/or carers on the same day.

All staff members are responsible for acquainting themselves with the triggers of a possible attack (allergies, colds, cough, cold weather) for each individual child in their care. All this information is found in their medication storage box along with their medication.

Exercise and activity – PE and games

Taking part in sports, games and activities is an essential part of school life for all pupils. All teachers know which children in their class have asthma. Any visiting supply teachers or sports teachers need to be aware of which pupils have asthma. This information is held on the asthma register.

School Trips and Outside Activities

When a child is away from the school classroom on a school trip, club, outside sport or PE, their inhaler should accompany them and be made available to them at all times.

School environment

The school does all that it can to ensure the school environment is favourable to pupils with asthma.

Making the school asthma-friendly

Where appropriate children are taught about asthma in school e.g. in the science curriculum and in specific First Aid lessons in Key Stage 2.

Asthma attacks

Staff who come into contact with pupils with asthma know what to do in the event of an asthma attack. See appendix 1 (Instructions in event of an attack)

Roles and Responsibilities re the School's Asthma Policy:

Governors (Employers)

Governors have a responsibility to:

- ensure the health and safety of their employees (all staff) and anyone else on the premises or taking part in school activities (this includes pupils). This responsibility extends to those staff and others leading activities taking place off site, such as visits, outings or field trips. Governors therefore have a responsibility to ensure that an appropriate asthma policy is in place
- make sure the asthma policy is effectively monitored and regularly updated

The Headteacher

The Headteacher has a responsibility to:

- plan an individually tailored school asthma policy with the help of school staff
- liaise between interested parties – school staff, school nurses, parents/carers, governors, the school health service and pupils
- ensure the plan is put into action, with good communication of the policy to everyone
- ensure every aspect of the policy is maintained
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the school asthma policy
- regularly monitor the policy and how well it is working
- ensure the Asthma Champion checks the expiry date of reliever inhalers kept in school and that the Asthma cards and plans are reviewed on an annual basis

School staff

All school staff have a responsibility to:

- understand the school asthma policy and the impact asthma can have on pupils
- know which pupils they come into contact who have asthma
- know what to do in an asthma attack
- allow pupils with asthma immediate access to their reliever inhaler
- tell parents/carers if their child has had an asthma attack
- tell parents/carers when their child has used their reliever inhaler
- ensure pupils have their asthma medicines with them when they go out of school e.g. to a swimming lesson or educational visit
- ensure pupils have their reliever inhaler available to them during activity or exercise and are allowed to take it when needed
- if a pupil has asthma symptoms while exercising, allow them to stop, take their reliever inhaler and as soon as they feel better allow them to return to activity. (Most pupils with asthma should wait at least five minutes)
- remind pupils with asthma, where possible, to use their reliever inhaler immediately before warming up, if their symptoms are likely to be triggered by exercise
- ensure pupils with asthma always warm up and cool down thoroughly.

School nurses

School nurses have a responsibility to:

- help plan/update the school asthma policy
- if the school nurse has an asthma qualification it can be their responsibility to provide regular training for school staff in managing asthma
- provide information about where schools can get training if they are not able to provide specialist training themselves.

Parents/carers

Parents/carers have a responsibility to:

- tell the school if their child has asthma
- ensure the school has a complete and up-to-date Asthma Card and Plan for their child, which includes information about their needs
- inform the school about the medicines their child requires during school hours
- inform the school of any medicines the child requires while taking part in visits, outings or

residential visit and other out-of-school activities such as school team sports

- tell the school about any changes to their child's medicines, what they take and how much
- inform the school of any changes to their child's asthma (for example, if their symptoms are getting worse or they are sleeping badly due to their asthma)
- ensure their child's reliever inhaler (and spacer where relevant) is labelled with their name
- ensure that their child's reliever inhaler is within its expiry date
- ensure their child has regular asthma reviews with their doctor or asthma nurse (every six to 12 months)
- ensure their child has a written personal asthma action plan to help them manage their child's condition.

Asthma at School - Policy Guide

- 1. Ensure that the reliever inhaler is taken immediately, using a spacer if needed. This can be repeated every few minutes if the attack does not ease.**
- 2. Help the child to sit upright, leaning on a table or chair if needed.**
- 3. Stay calm and reassure the child.**
- 4. Help the child to breath by ensuring tight clothing is loosened.**

After a minor asthma attack

Minor attacks should not interrupt a child's involvement in school. When they feel better they can return to school activities.

The child's parents must be informed about the attack.

Emergency procedure

If the pupil does not feel better or you are worried **at any time** before reaching 10 puffs from the inhaler, **call 999 for an ambulance.**

If the ambulance has not arrived after 10 minutes, give an additional 10 puffs as detailed above.

In the event of an of an ambulance being called, the pupil's parents or carers should always be contacted.

In the event of a pupil being taken to hospital by ambulance, they should always be accompanied by a member of staff until a parent or carer is present.