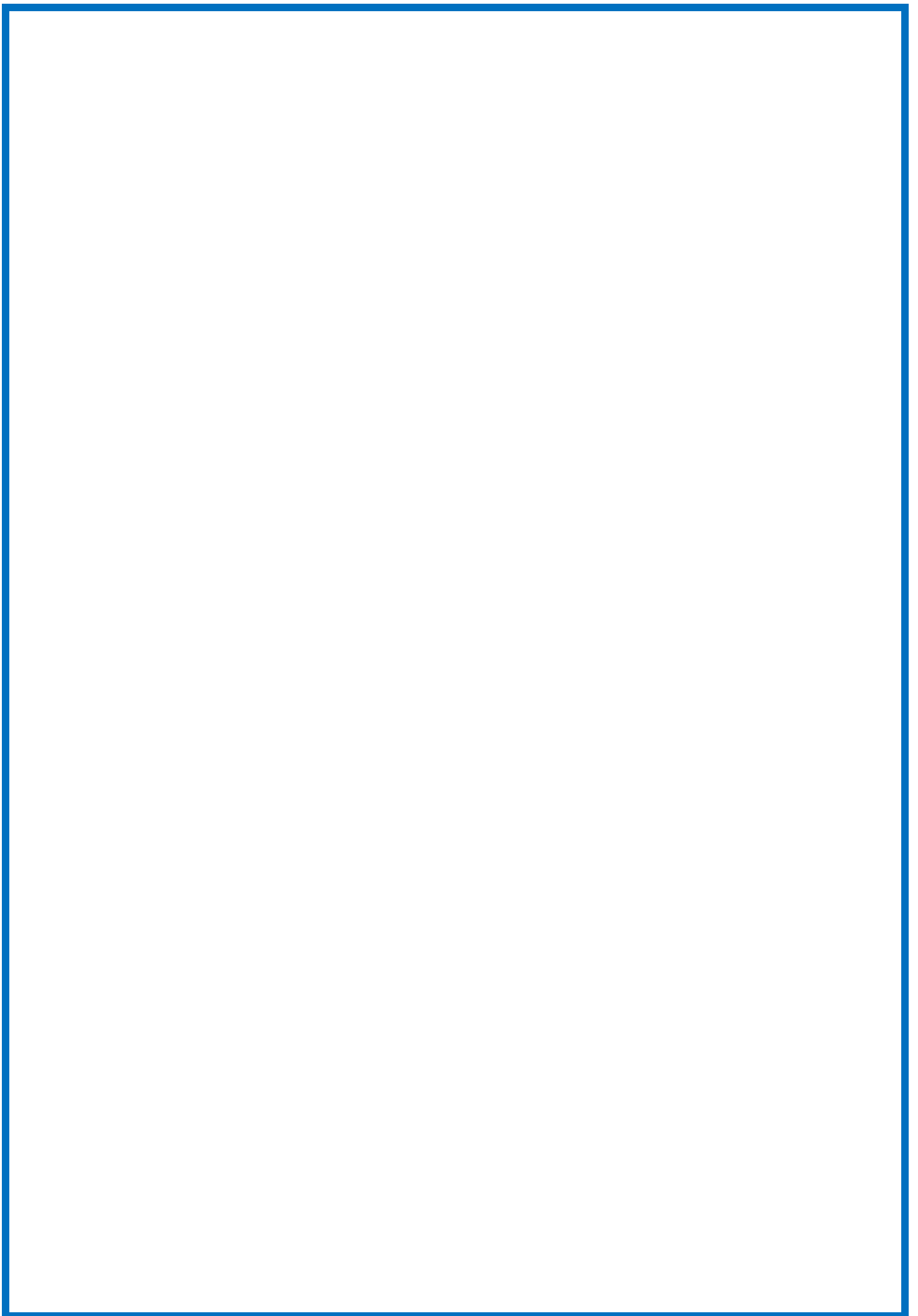


Altrincham CE Primary School



Asthma Policy



Contents:

Statement of intent

1. [Background](#)
2. [Key roles and responsibilities](#)
3. [Asthma medicines](#)
4. [Emergency inhaler](#)
5. [Symptoms of an asthma attack](#)
6. [What to do when a child has an asthma attack](#)
7. [Important points to remember](#)
8. [Record keeping](#)
9. [Exercise and physical activity](#)
10. [Out-of-hours sport](#)
11. [The school environment](#)
12. [Pupils falling behind](#)
13. [Monitoring and review](#)

Appendices

[Appendix 1 – Letter to Parents](#)

[Appendix 2 - Permission and Instructions for Administration of an Asthma Inhaler](#)

[Appendix 3 – Asthma Card](#)

Statement of intent

Altrincham CE Primary School:

- Recognises that asthma is a serious but controllable condition and welcomes all pupils with asthma.
- Ensures that pupils with asthma can and do participate fully in all aspects of school life including physical exercise, visits, field trips and other out-of-school activities.
- Recognises that pupils with asthma need immediate access to reliever inhalers at all times.
- Keeps a record of all pupils with asthma and their medicinal requirements.
- Ensures that the school environment is conducive to the education of pupils with asthma.
- Ensures that all members of school staff (including supply teachers and support staff) who come into contact with pupils with asthma know what to do in the event of an asthma attack.
- Understands that pupils with asthma may experience bullying and has procedures in place to prevent this occurring.
- Works in partnership with interested parties, such as the governing body, members of school staff, parents, pupils and outside agencies, to ensure the best educational outcomes possible for pupils with asthma.

Signed by:

_____ Headteacher

Date: _____

_____ Chair of governors

Date: _____

Review date: _____

1. Background

- 1.1. This policy has been created with regard to the following DfE guidance:
 - 'Supporting pupils at school with medical conditions' December 2015.
 - 'Guidance on the use of emergency salbutamol inhalers in schools' March 2015.
- 1.2. This policy has also been created in consultation with parents/carers, the governing body, and with regard to additional guidance from Asthma UK and healthcare professionals.
- 1.3. This policy enables pupils with asthma to manage their condition effectively in school and provides clear procedures to help ensure their safety and wellbeing.
- 1.4. This policy also encourages and assists pupils with asthma in achieving their full potential in all aspects of school life.

2. Key roles and responsibilities

- 2.1. The governing body has a responsibility to:
 - Ensure the health and safety of staff and pupils on the school premises and when taking part in school activities.
 - Ensure that the Asthma Policy, as written, does not discriminate on any grounds, including, but not limited to: age, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
 - Handle complaints regarding this policy as outlined in the school's Complaints Policy.
 - Ensure the Asthma Policy is effectively monitored and updated.
 - Report any successes and lessons learned relating to this policy to the Head Teacher, members of school staff, local health authorities, parents and pupils.
 - Provide indemnity for teachers and other members of school staff who volunteer to administer medicine to pupils with asthma in need of help.
- 2.2. The Head Teacher has a responsibility to:
 - Create and implement the Asthma Policy with the help of school staff, local health authorities, LA guidance and the governing body.
 - Ensure this policy is effectively implemented and communicated to all members of the school community.
 - Ensure all aspects of this policy are effectively carried out.

- Arrange for all members of staff to receive training on: how to recognise the symptoms of an asthma attack; how to distinguish asthma attacks from other conditions with similar symptoms; how to deal with an asthma attack; how to check if a child is on the Asthma Register; how to access the emergency inhalers; who the designated members of staff are and how to access their help.
- Ensure all supply teachers and new members of staff are made aware of the Asthma Policy and provided with appropriate training.
- Monitor the effectiveness of the Asthma Policy.
- Delegate the responsibility to check the expiry date of spare reliever inhalers and maintain the school's Asthma Register to a designated member of staff (Mrs Jo Dunkerley).
- Report to the governing body and LA as necessary.

2.3. Members of school staff have a responsibility to:

- Read and understand the Asthma Policy.
- Know which pupils they come into contact with have asthma.
- Know what to do in the event of an asthma attack (as outlined in sections 6 and 7).
- Allow pupils with asthma immediate access to their reliever inhaler.
- Inform parents/carers if their child has had an asthma attack.
- Inform parents/carers if their child is using their reliever inhaler more than usual.
- Ensure pupils with asthma have their medication with them on school trips and during activities outside of the classroom.
- Ensure pupils who are unwell due to asthma are allowed the time and resources to catch up on missed school work.
- Be aware that pupils with asthma may experience tiredness during the school day due to their night-time symptoms.
- Be aware that pupils with asthma may experience bullying.
- Make contact with parents/carers, the school nurse and special educational needs coordinator (SENCO) if a child is falling behind with their school work because of their asthma.

2.4. Members of staff leading PE lessons have a responsibility to:

- Understand asthma and its impact on pupils. Pupils with asthma should not be forced to take part in activities if they feel unwell.
- Ensure pupils are not excluded from activities that they wish to take part in, provided their asthma is well controlled.
- Ensure pupils have access to their reliever inhaler during physical activity and that with supervision they could use this as needed.
- Allow pupils to stop during activities if they experience symptoms of asthma.
- Allow pupils to return to activities when they feel well enough to do so and their symptoms have subsided (the school recommends a ten-minute waiting period before allowing the pupil to return).
- Remind pupils with asthma whose symptoms are triggered by physical activity to use their reliever inhaler before warming up, with supervision.
- Ensure pupils with asthma always perform sufficient warm ups and warm downs.

2.5. Pupils with asthma have a responsibility to:

- Tell their teacher or parent/carer if they are feeling unwell.
- Treat asthma medicines with respect.
- Know how to gain access to their medication in an emergency.
- Know how to take their asthma medicine with supervision.

2.6. Parents/carers have a responsibility to:

- Inform the school if their child has asthma.
- Ensure the school has a complete and up-to-date asthma card for their child.
- Inform the school of the medication their child requires during school hours.
- Inform the school of any medication their child requires during school trips, team sports events and other out-of-school activities.
- Inform the school of any changes to their child's medicinal requirements.
- Inform the school of any changes to their child's asthmatic condition. For example, if their child is currently experiencing sleep problems due to their condition.

- Ensure their child's reliever inhaler (and spacer where relevant) is labelled with their child's name.
- Ensure that their child's reliever inhaler and spare inhaler are within their expiry dates.
- Ensure their child catches up on any school work they have missed due to problems with asthma.
- Ensure their child has regular asthma reviews with their doctors or asthma nurse (every six to twelve months).
- Administer preventer inhaler at home.

3. Asthma medicines

- 3.1. Reliever inhalers kept in the school's charge are held in the pupil's classroom in a designated storage area.
- 3.2. Parents/carers must label their child's inhaler.
- 3.3. Staff members who have agreed to administer asthma medicines are insured by Trafford Council when acting in agreement with this policy.
- 3.4. Staff members will let pupils take their own asthma medication when they need to, under supervision.
- 3.5. This policy is predominantly for the use of reliever inhalers. Preventer inhalers are very rarely required at school.

4. Emergency inhaler

- 4.1. Altrincham CE Primary School keeps a spare inhaler in the school entrance by the Defibrillator, a second spare is stored in the Forest School First Aid Kit. These are salbutamol inhalers for use in emergencies when a pupil's own inhaler is not available. These are kept in 'emergency asthma kits'.
- 4.2. The emergency inhaler should only be used by pupils, for whom written parental consent has been received and who have been either diagnosed with asthma or prescribed an inhaler as reliever medication.
- 4.3. Parental consent for the use of an emergency inhaler should form part of any pupil with asthma's individual healthcare plan.
- 4.4. When not in use, emergency inhalers are stored in temperate conditions specified in the manufacturer's instructions, out of reach and sight of pupils, but not locked away.
- 4.5. Expired or used-up emergency inhalers are returned to a local pharmacy to be recycled.

- 4.6. Spacers must not be reused and so school uses disposable spacers.
- 4.7. Emergency inhalers may be reused, provided that they have been properly cleaned after use.
- 4.8. In line with the school's Supporting Pupils with Medical Conditions Policy, appropriate support and training will be provided for relevant staff on the use of the emergency inhaler and administering the emergency inhaler.
- 4.9. Whenever the emergency inhaler is used, the incident must be recorded in the corresponding record of administration.
- 4.10. Whenever the emergency inhaler is used, the incident must also be recorded on the school's records, indicating where the attack took place, how much medication was given, and by whom, and the pupil's parents will be informed in writing.
- 4.11. Mrs Jo Dunkerley is responsible for overseeing the protocol for the use of the emergency inhaler, monitoring its implementation, and maintaining the Asthma Register.
 - Checking that inhalers and spacers are present and in working order (half termly).
 - Ensuring parents are notified when expiry dates are approaching and another inhaler needs to be obtained.
 - Ensuring school has an adequate supply of disposable spacers.

5. Symptoms of an asthma attack

- 5.1. Members of school staff will look for the following symptoms of asthma attacks in pupils:
 - Persistent coughing (when at rest)
 - Shortness of breath (breathing fast and with effort)
 - Wheezing
 - Nasal flaring
 - Complaints of tightness in the chest
 - Being unusually quiet
 - Difficulty speaking in full sentences
- 5.2. Younger pupils may express feeling tight in the chest as a 'tummy ache'.

6. What to do when a child has an asthma attack

- 6.1. In the event of an asthma attack, staff will follow the procedure outlined below:
 - Keep calm and encourage pupils to do the same.
 - Encourage the child to sit up and slightly forwards – **do not hug them or lie them down.**

- If necessary, call another member of staff to retrieve the emergency inhaler – do not leave the affected pupil unattended.
- If necessary, summon the assistance of a qualified first aider, to help administer an emergency inhaler.
- Ensure the child takes two puffs of their reliever inhaler (or the emergency inhaler) immediately, preferably through a spacer.
- Ensure tight clothing is loosened.
- Reassure the child.

6.2. If there is no immediate improvement:

- Continue to ensure the child takes two puffs of their reliever inhaler every two minutes, until their systems improve, but only up to a **maximum of 10 puffs**.

6.3. If there is no improvement before you have reached 10 puffs:

- Call 999 for an ambulance.
- If an ambulance does not arrive in 10 minutes, administer another 10 puffs of the reliever inhaler as outlined in 6.2.

6.4. Call 999 immediately if:

- The child is too breathless or exhausted to talk.
- The child is going blue.
- The child's lips have a blue/white tinge.
- The child has collapsed.
- You are in any doubt.

7. Important points to remember

- 7.1. Never leave a pupil having an asthma attack unattended.
- 7.2. If the pupil does not have their inhaler, send another teacher or pupil to retrieve their spare inhaler.
- 7.3. In an emergency situation, members of school staff are required to act like a 'prudent parent' – known as having a 'duty of care'.
- 7.4. Reliever medicine is very safe. Do not be overly concerned a pupil may overdose.
- 7.5. Send another pupil to get a teacher/adult if an ambulance needs to be called.
- 7.6. Contact the pupil's parents/carers immediately after calling an ambulance.
- 7.7. A member of staff should always accompany a pupil taken to hospital by ambulance and stay with them until their parent/carer arrives.

- 7.8. Generally, staff will not take pupils to hospital in their own car. However, in some extreme situations Altrincham CE Primary School understands that it may be the best course of action.
- 7.9. If a situation warrants a staff member taking a pupil to hospital in their car, another adult must accompany them.

8. Record keeping

- 8.1. At the beginning of each school year, or when a child joins Altrincham CE Primary School, parents/carers are asked to inform the school if their child has any medical conditions, including asthma, on their enrolment form.
- 8.2. The school keeps a record of all pupils with asthma, complete with medication requirements, in its Asthma Register.
- 8.3. Parents must inform the school of any changes to their child's condition or medication during the school year by requiring a new asthma card and inhaler permission form, from the school office.

9. Exercise and physical activity

- 9.1. Games, activities and sports are an essential part of school life for our pupils. All teachers know which children in their class have asthma and are aware of any safety requirements.
- 9.2. Outside suppliers of sports clubs and activities must ascertain directly from parents whether pupils taking part in their activities have asthma and will need access to a spare inhaler from home.
- 9.3. Pupils with asthma are encouraged to participate fully in PE lessons when they are able to do so. Pupils whose asthma is triggered by exercise will be allowed ample time to thoroughly warm up and cool down before and after the session.
- 9.4. During sports, activities and games, each pupil's labelled inhaler will be kept in a box at the site of the activity.
- 9.5. Classroom teachers will follow the same guidelines as above during physical activities in the classroom.

10. Out-of-hours sport

- 10.1. Name Altrincham CE Primary School believes sport to be of great importance and utilises out-of-hours sports clubs to benefit pupils and increase the number of pupils involved in sport and exercise.
- 10.2. Pupils with asthma are encouraged to become involved in out-of-hours sport as much as possible and will never be excluded from participation.

- 10.3. Members of school staff or contracted suppliers will be aware of the needs of pupils with asthma during these activities and adhere to the guidelines outlined in this policy.

11. The school environment

- 11.1. Altrincham CE Primary School does all that it can to ensure the school environment is favourable to pupils with asthma.

12. Pupils falling behind

- 12.1. If a pupil is falling behind in lessons because of their asthma, the class teacher will talk to the parents/carers to discuss how to prevent the child falling further behind and possible ways for the child to catch-up.
- 12.2. If appropriate, the teacher will then talk to the school nurse and SENCO about the pupil's needs and possible interventions.
- 12.3. The school recognises that it is possible for pupils with asthma to have special educational needs due to their asthma.

13. Monitoring and review

- 13.1. The effectiveness of this policy will be monitored by the Head Teacher. Any necessary amendments may be made immediately.
- 13.2. The Governing Body will review this policy.

Appendix 1 – Letter to Parents

Date:.....

Dear Parent,

We have noticed that your child has been using their reliever inhaler more frequently than usual.

You are strongly advised to have your child seen by your doctor, as soon as possible.

Yours sincerely,

Headteacher

APPENDIX 2 – Inhaler Permission Form



Altrincham C of E Aided Primary School

Permission and Instructions for Administration of an Asthma Inhaler

Please note that **all sections must be completed** before medicines can be administered by school staff. (If any box is not applicable, please write N/A)

Medicines must be in the original container, and clearly labelled with the child's name.

| | |
|---|--|
| Name of child | |
| Date of birth | |
| Class/Year | |
| Name of Parent/carer giving permission | |
| Relationship to child | |
| Parent/carer's telephone number/s | |
| Name of reliever medication, as described on container | |
| Expiry date | |
| Dosage | |
| Does the child use a spacer? | Yes/No |
| Time/s or Circumstances medicine to be administered | |
| Special precautions/other instructions | |
| Are there any side effects that the school needs to know about? | |
| Self-administration? | Yes/No |
| Procedures to be taken in an emergency | |
| The school holds a spare Salbutamol Sulfate reliever inhaler, for use in emergencies , e.g. child's own inhaler unavailable/not working. Do you give permission for your child to use this, if necessary? | Yes/No |
| What signs can indicate that your child is having an asthma attack? | |
| What are your child's triggers (things that make their asthma worse?) | <input type="checkbox"/> Pollen <input type="checkbox"/> Exercise <input type="checkbox"/> Cold/flu <input type="checkbox"/> Stress <input type="checkbox"/> Weather |

| | |
|--|---|
| | <input type="checkbox"/> Air pollution <input type="checkbox"/> Other – please list: |
|--|---|

The above information is, to the best of my knowledge, accurate at the time of writing.

I give consent to school staff administering medicine in accordance with the school policy.

I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I will ensure that school is supplied with an in date inhaler.

Signature _____ Date

Appendix 3

School Asthma Card

To be filled in by the parent/carer

Child's name

Date of birth

Address

Parent/carer's name

Telephone - home

Telephone - mobile

Email

Doctor/nurse's name

Doctor/nurse's telephone

This card is for your child's school. **Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes during the year.** Medicines and spacers should be clearly labelled with your child's name and kept in agreement with the school's policy.

Reliever treatment when needed

For shortness of breath, sudden tightness in the chest, wheeze or cough, help or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

| Medicine | Parent/carer's signature |
|----------------------|--------------------------|
| <input type="text"/> | <input type="text"/> |

If the school holds a central reliever inhaler and spacer for use in emergencies, I give permission for my child to use this.

Parent/carer's signature Date

Expiry dates of medicines

| Medicine | Expiry | Date checked | Parent/carer's signature |
|----------------------|----------------------|----------------------|--------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Parent/carer's signature Date

What signs can indicate that your child is having an asthma attack?

Does your child tell you when he/she needs medicine?

Yes No

Does your child need help taking his/her asthma medicines?

Yes No

What are your child's triggers (things that make their asthma worse)?

Pollen Stress

Exercise Weather

Cold/flu Air pollution

If other please list

Does your child need to take any other asthma medicines while in the school's care?

Yes No

If yes please describe below

| Medicine | How much and when taken |
|----------------------|-------------------------|
| <input type="text"/> | <input type="text"/> |

Dates card checked

| Date | Name | Job title | Signature / Stamp |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

To be completed by the GP practice

What to do if a child is having an asthma attack

- Help them sit up straight and keep calm.
- Help them take one puff of their reliever inhaler (usually blue) every 30-60 seconds, up to a maximum of 10 puffs.
- Call 999 for an ambulance if:
 - their symptoms get worse while they're using their inhaler - this could be a cough, breathlessness, wheeze, tight chest or sometimes a child will say they have a 'tummy ache'
 - they don't feel better after 10 puffs
 - you're worried at any time.
- You can repeat step 2 if the ambulance is taking longer than 15 minutes.



Any asthma questions?

Call our friendly helpline nurses

0300 222 5800

(9am - 5pm; Mon - Fri)

www.asthma.org.uk