



# **Southfield Primary School**

## **Asthma Policy**

## Introduction

Pupils with asthma are welcome in our school. They are encouraged to take a full part in all activities. This Policy has been written with reference to the guidance contained in "Supporting pupils at school with medical conditions" - Statutory guidance for governing bodies of maintained schools and proprietors of academies in England December 2015

## **AIMS**

- Support staff are asthma aware and receive information about asthma when they undertake the Emergency First Aid at Work qualification or Paediatric First Aid qualification. There are systems in place to support children to manage their medical condition on a daily basis and in emergency situations.
- Records are kept of the children with asthma and are regularly updated.
- There is good communication between home and school.

## **AT SCHOOL**

- When a child joins the school parents/carers will be asked if their child has asthma.
- Parents/Carers of children with asthma will be given a school asthma card to complete. From this information we will compile a school asthma register
- If a child is diagnosed with asthma during the school year there is an expectation that parents/carers inform the school. The school will send out a reminder text at the beginning of the spring and summer term alerting parents/carers that this is an expectation and to take action if relevant. This information will also be noted in the Parent/Carer Handbook
- The child's labelled inhaler and spacer is kept in an unlocked cupboard in the Welfare Room The school will also have access to an additional inhaler called the "School Emergency Inhaler" should there be a breakdown in the system. See appendix 1 for details re "School Emergency Inhaler" The parent/carer will need to sign and return the permission to administer medication slip including permission to administer the "School Emergency Inhaler".

- Parents/Carers will update the card if there are any changes in their child's asthma or medication.
- We will do everything we can to make sure that our school is favourable to pupils with asthma and reduce the presence of triggers where possible.
- If there are concerns relating to achievement as a result of asthma issues the teacher will initially speak to the parent and suggest an asthma review appointment at the GP surgery.
- The school may also request the advice and support of the School Health Nurse, or Special Educational Needs Co-ordinator (S.E.N.C.O)

## INHALERS

- The school will have a supply of emergency inhalers, known as the "School Emergency Inhaler" available for emergency use should the child's own inhalers not be available. These inhalers will only be available to children whose parents/carers have signed a consent form allowing us to administer emergency inhalers
- Immediate access to emergency relief inhalers is essential. In the event of a child having an asthma attack and not being in possession of their personal inhaler someone (not the child) will be sent to the welfare room for an inhaler.
- The "School Emergency Inhaler" and spacers are labelled
- The Administrator with responsibility for the welfare room will manage the inhaler store and will be the designated member of staff to help a child use an inhaler (if necessary) including the emergency inhalers
- Herbal medicines and syrups will not be accepted in school.
- Preventer inhalers (brown, orange, purple or green) are not accepted in school.
- The asthma inhalers will accompany the class at all times including local visits, school trips and any evacuation.
- School staff are not required to administer medication, however many are happy to do so if necessary. The child will be encouraged to take their inhaler themselves whenever possible.
- Children will never be denied access to their inhaler.
- Children, where mature enough, can carry their own asthma inhaler but the Welfare Office will also request that the parents/carers provide a spare fully labelled inhaler.
- Children will never be given another child's inhaler.

- We will inform the parent/carer if their child is using their inhaler device more than usual.

## **EXERCISE AND ACTIVITY**

- We encourage all pupils to take part in sport and other activities.
- P.E teachers and supply staff will be aware of children with asthma in their group. When PE activities are off site Asthma inhalers are taken by the PE staff to their destination.
- Pupils with exercise triggered asthma will be reminded to take their inhaler 10 minutes prior to exercise.
- We make sure all pupils warm up and down thoroughly.
- Pupils will be allowed to take their inhaler if needed and to rejoin the lesson when they have recovered.

## **ASTHMA FRIENDLY SCHOOL**

- Our school is 'asthma friendly' This means that:
  1. There is a register of all children and young people with asthma.
  2. There is a management plan for each child.
  3. There is a named individual responsible for asthma in each school. This is currently the Administrator with responsibility for the Welfare Room.
  5. There is a policy regarding emergency treatment.
  6. System for identifying children who are missing school because of their asthma or who are not partaking in sports or other activities due to poor control.

## **ASTHMA ATTACK**

- The Asthma UK asthma attack procedure will be visibly displayed in the staffroom and in every classroom.

Footnote: Ealing Council liability insurance indemnifies all staff to assist with the administration of asthma medication where required

## **REVIEW OF POLICY**

<u>Governing Body Sub Committee</u>	<u>Published</u>	<u>Review Date</u>	<u>Author</u>
<u>Governing Body</u>	<u>December 2018</u>	<u>November 2020</u>	<u>Sheila McCabe</u>
<u>Headteacher's Signature</u>			
<u>Chair of Governors Signature</u>			

Appendix 1

The emergency kit

An emergency asthma inhaler kit should include:

- a salbutamol metered dose inhaler;
- at least two single-use plastic spacers compatible with the inhaler;
- instructions on using the inhaler and spacer/plastic chamber;
- instructions on cleaning and storing the inhaler;
- manufacturer's information;
- a checklist of inhalers, identified by their batch number and expiry date, with monthly checks recorded;
- a note of the arrangements for replacing the inhaler and spacers
- a list of children permitted to use the emergency inhaler as detailed in their individual healthcare plans;
- a record of administration (i.e. when the inhaler has been used).

## Appendix 2

### CONSENT FORM:

USE OF SCHOOL EMERGENCY INHALER

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed: Date: .....

Name  
(print).....

Child's name:  
.....

Class:  
.....

Parent's address and contact details:  
.....  
..  
.....  
..  
.....  
..

Telephone:  
.....

E-mail:  
.....

Appendix 3

SPECIMEN LETTER TO INFORM PARENTS OF EMERGENCY  
SALBUTAMOL INHALER USE

Child's name:

.....

Class:

.....

.....

Date: .....

Dear.....,

This letter is to formally notify you that.....has had  
problems with his / her breathing today. This happened when

.....

- a. A member of staff helped them to use their asthma inhaler.
- b. They did not have their own asthma inhaler with them, so a member of staff helped them to use their emergency asthma inhaler containing salbutamol. They were given ..... puffs.
- c. Their own asthma inhaler was not working, so a member of staff helped them to use the School Emergency Inhaler containing salbutamol. They were given ..... puffs

*[Delete as appropriate]*

Although they soon felt better, we would strongly advise that you have your seen by your own doctor as soon as possible.

Yours