



**Hursthead**  
**Junior School**

# Asthma Policy

(Approval delegated to Quality of Education Committee)

<b>Revised and adopted by Governing Board:</b>	Resources Committee Spring 2017 Spring 2018 Spring 2019 Spring 2020 Spring 2021 Quality of Education Committee Spring 2022 Autumn 2022
<b>Review Date:</b>	Autumn 2024
<b>Changes:</b>	Autumn 2023 – Minor typographical changes Autumn 2022 – Addition of Stockport guidelines; Inclusion of reference to number of puffs within a four hour period; deletion of reference to paper record slip being sent home Spring 2022: Addition of provision of in-date inhaler & spacer to Parents' responsibilities Spring 2021: Updated to include amendment to location of inhalers as a result of COVID-19 Risk Assessment and that emergency inhaler is kept in grab bag Removal of staff lanyards containing information regarding asthma attack Formatting changes Spring 2020: Inclusion of related policies and UNCRC links Spring 2019: Updated to include amendment to location of copies of medical registers & clarification of record-keeping. Updated to include information about emergency inhalers. All references to inhalers now include '& spacer' Updated to include a section on parents' responsibilities Updated to include a section on pupils' responsibilities Spring 2018: No changes Spring 2017: No changes
<b>Published on website:</b>	Spring 2017



<b>Safeguarding Duty</b>	"Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as preventing impairment of children's mental and physical health or development" (KCSIE Jan 2021)
<b>UN Convention on the Rights of the Child</b>	Article 3- Best interests of the child Article 24- health and health services- every child has the right to the best possible health.



This policy is closely aligned with the Asthma UK School policy guidelines and was updated in Summer 2015 in consultation with Miranda Galloway, Asthma UK. It should be read in conjunction with the school's Medical Conditions and First Aid Policies.

## Introduction

Hursthead Junior School positively welcomes all pupils with asthma. We recognise that asthma is a widespread, serious but controllable condition affecting many pupils at the school. We encourage pupils with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, their employers (Kirkstead Education Trust) and pupils. Supply teachers, new staff and trainees are also made aware of the policy. Training is provided annually by the school nurse.

## Aims

The school aims to:

- recognise that asthma is a widespread, serious but controllable condition and the school welcomes all pupils with asthma
- ensure that pupils with asthma can and do participate fully in all aspects of school life, including art lessons, PE, science, visits, outings or field trips and other out-of-hours school activities
- recognise that pupils with asthma need immediate access to reliever inhalers at all times
- keep a record of all pupils with asthma and the medicines they take
- ensure that the whole school environment, including the physical, social, sporting and educational environment, is favourable to pupils with asthma
- ensure that all pupils understand asthma and its triggers, through class lessons, assemblies and posters around school
- ensure that all staff (including supply teachers and support staff) who come into contact with pupils with asthma know what to do in an asthma attack
- understand that pupils with asthma may experience bullying and has procedures in place to prevent this work in partnership with all interested parties including the school's Governing Board, all school staff, school nurses, parents/carers, employers of school staff, doctors, nurses and pupils to ensure the policy is planned, implemented and maintained successfully.

## Stockport Guidelines

- Stockport guidelines, based on the advice of the consultant paediatrician and the community respiratory nurses and confirmed by Asthma UK, recommend that any child requiring more than two puffs of their reliever inhaler within four hours should be cared for at home because this implies that their asthma is not being properly managed.
- Asthma UK advise that the standard dose of 2 puffs of a reliever inhaler should last for four hours. Any child requiring more than two puffs in four hours should be cared for at home because this implies that their asthma is not being properly managed.
- Any child using their reliever inhaler more than three times in a week would suggest that the asthma is not under control and that they are at risk from an asthma attack. They should see their Asthma Nurse or GP for an immediate review.

## **Asthma medicines**

- Immediate access to reliever medicines is essential. Pupils with asthma are encouraged to carry their reliever inhaler and spacer as soon as the parent/carer, doctor or asthma nurse and class teacher agree they are mature enough. Parents are asked to name and label all inhalers. Inhalers and spacers for specific children are kept in the relevant classrooms.
- School staff are not required to administer asthma medicines to pupils (except in an emergency). School staff will let pupils take their own inhalers with spacers when they need to.
- School staff are trained in the correct administration of inhalers and spacers.

## **Record keeping**

- At the beginning of each school year or when a child joins the school, parents/carers are asked if their child has any medical conditions including asthma on their admissions form.
- All parents/carers of children with asthma are consequently sent a School Asthma Card to complete. Parents are asked to return them to school. From this information, the school keeps its asthma register, which is available to all staff. This will include information about the dose, triggers and where the inhaler and spacer are to be stored.
- Parents are required to update the School Asthma Cards annually or at any point that their child's medication or dose changes during the year.
- Any information provided by parents that sits outside National Guidelines will be followed up with parents and medical professionals if necessary. These guidelines are detailed in the letter to parents (Inhaler Form 1).
- Medical conditions are recorded on SIMS and teachers informed. Copies of the medical register are also kept in the classroom stock cupboards for supply staff.
- The School Office will contact parents when an inhaler is about to expire and again once it has expired if it is not replaced.
- The School Office records when a child uses their inhaler and the number of puffs administered on Asthma record sheets kept in the main Medical File. A text is sent to parents informing them of the time their child required their inhaler and the number of puffs administered.

## **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.
- Pupils with asthma are encouraged to participate fully in all PE lessons.
- Teachers will remind pupils whose asthma is triggered by exercise to take their reliever inhaler before the lesson, and to thoroughly warm up and down before and after the lesson.
- Teachers ensure pupils are thoroughly warmed up and down before and after the lesson to prevent asthma attacks. If a pupil needs to use their inhaler and spacer during a lesson they will be encouraged to do so.
- Pupils with asthma will not be forced to take part in activity if they feel unwell. They will also not be excluded from activities that they wish to take part in if their asthma is well controlled.
- If a pupil has asthma symptoms while exercising, they will be allowed to stop, take their reliever inhaler and, as soon as they feel better, allowed to return to activity. (Most pupils with asthma should wait at least 5 minutes).
- Classroom teachers follow the same principles as described above for games and activities involving physical activity.
- All visiting coaches are accompanied, during lessons, by a teacher.
- All children requiring an inhaler and spacer must take it to a PE lesson with them. Teachers will check that pupils have them and that they are brought back into school and returned to the classroom if this is where they are stored.

## Asthma attacks

- All staff who come into contact with pupils with asthma know what to do in the event of an asthma attack.
- Staff are appropriately trained to recognise an asthma attack.
- All classrooms have emergency procedures on display.
- In the event of an asthma attack, the school follows the procedure outlined by Asthma UK in its *School Asthma Pack*. This procedure is visibly displayed in the staffroom, in every classroom and around school.
- ***If there are no signs of improvement in a child suffering from an attack, an ambulance will be called without delay***
- If a child needs to have more than two puffs of their inhaler within a four hour period, their parent will be contacted and asked to come and collect them.

## Staff Roles and Responsibilities

All school staff have a responsibility to:

- understand the school Asthma Policy
- know which pupils they come into contact with have asthma
- know what to do in an asthma attack and follow emergency procedures
- attend an annual asthma training update
- allow pupils with asthma immediate access to their reliever inhaler
- tell parents/carers if their child has had an asthma attack
- tell parents/carers if their child is using more reliever inhaler than they usually would
- supervise any child who has to be sent home until they are collected by a parent or carer
- receive a completed medicine form from parents before each educational visit
- ensure pupils have their asthma medicines with them when they go on a school trip or out of the classroom
- ensure pupils who have been unwell catch up on missed school work
- be aware that a pupil may be tired because of night-time symptoms
- keep an eye out for pupils with asthma experiencing bullying
- liaise with parents/carers, the school nurse and special educational needs coordinators or Learning Support & Special Educational Needs Department if a child is falling behind with their work because of their asthma.

## Pupils' roles and responsibilities

Pupils have a responsibility to:

- treat other pupils with and without asthma equally
- let any pupil having an asthma attack take their reliever inhaler and spacer and ensure a member of staff is called
- tell an adult when they are not feeling well
- treat asthma medicines with respect
- know how to gain access to their medicine in an emergency
- know how to take their own asthma medicines

## Parents' roles and responsibilities

Parents and carers have a responsibility to:

- tell the school if their child has asthma
- ensure the school has a complete and up-to-date school asthma card for their child
- inform the school about any medicines their child requires during school hours and complete a 'Permission to administer medicines' Form 3a
- inform the school of any medicines the child requires while taking part in visits, outings or field trips and other out-of-school activities such as school team sports and complete the required paperwork
- tell the school about any changes to their child's medicines by updating the School Asthma Card
- 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) by updating the School Asthma Card
- ensure that their child has an in-date reliever inhaler and spacer in school at all times
- ensure the child's reliever inhaler and spacer is labelled with their child's name
- Agree to collect their child from school to be cared for at home, should their child require more than two puffs of their inhaler within a four hour period, as per Stockport guidelines above, and complete an annual 'Agreement to Collect' form
- Keep their child at home if they are not well enough to attend school
- Ensure their child catches up on any school work they have missed
- Ensure their child has regular asthma reviews with their doctor or asthma nurse (every 6 to 12 months)
- Ensure their child has a written personal asthma action plan to help them manage their child's condition

#### **Use of the emergency inhalers**

The school holds 2 salbutamol inhalers in school for use in an emergency at school or on a trip. One of these is kept in the emergency "grab bag" taken out during an evacuation procedure. These emergency inhalers will only be given to children who have written parental permission for them to use the emergency inhaler. They will only be given to children who are already diagnosed with asthma and prescribed an inhaler. They will only be used if the child does not have their own inhaler or it is faulty or empty. (See Guidance on the Use of Emergency Salbutamol Inhalers in Schools, September 2014)