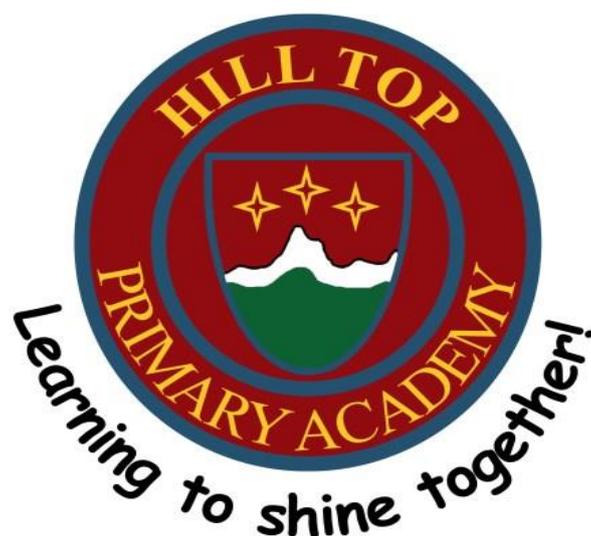


Hill Top Primary Academy

A Member of Leodis Academies Trust

Asthma Policy



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| <i>Plan administration</i> | |
| <i>Version Number</i> | 3 |
| <i>Date of issue</i> | April 2017 |
| <i>Date of next review</i> | September 2018 |
| <i>Person responsible for review</i> | |
| <i>Signed and dated Principal</i> | |
| <i>Signed and dated and in Govs minutes Chair of Governors</i> | |

Hill Top Primary Academy is an inclusive school; we believe that every child has a right to a broad, balanced and effective education regardless of race, gender, age, sexuality or special need. Please refer to our Equal Opportunities Policy for further details of this.

The policy is based on advice taken from:

The Department for Education and Skills, the National Asthma Campaign, the School Nursing Service, Leeds Teaching Hospital Trust, Education Leeds Health Initiatives Team, Education Leeds Health and Safety Team.

1. The school's approach to asthma

The school:

- *recognises that asthma is a condition affecting many children;*
- *welcomes all pupils with asthma to the school community;*
- *encourages children with asthma to achieve their full potential in all aspects of school life;*
- *helps and encourages pupils with asthma to manage their own condition safely and effectively;*
- *ensures that pupils with asthma have the confidence to ask for support from the school when required.*

The school believes that the Asthma Policy will:

- *promote increased attendance, participation and achievement for pupils with asthma;*
- *enable all pupils to understand, appreciate and encourage the achievements of people with asthma;*
- *enable all school staff to understand and assist pupils with asthma when necessary and appropriate*

2. Training

The school has a regular programme of training and staff consultation which covers all the medical conditions, including asthma, of children in their care. Regular training and updates are given for new staff, trainee teachers and other temporary staff. All staff are made aware of when and where to ask for support in dealing with medical conditions.

3. Using Inhalers and Responsibilities

- 3.1 *The school understands that immediate access to reliever inhalers is vital. Pupils are allowed to carry and use their own inhalers as soon as parent/carer and doctor or school nurse agree that they are mature enough to do so and it is indicated on the Asthma Care Plan.*
- 3.2 *Younger children's inhalers are stored safely in the classroom and are available for use on request or when indicated.*
- 3.3 *It is the parent/carer's responsibility to ensure that the child has a labelled inhaler with the issue date and child's name.*
- 3.4 *It is the parent/carer's responsibility to ensure that inhalers in daily use by their child are checked termly and renewed when necessary and it is the parent/carer's responsibility to ensure that inhalers are fit for current use.*
- 3.5 *Parents/carers must supply the school with a spare inhaler for use if the child's inhaler is lost, runs out or is forgotten. Spare inhalers must also be checked/renewed annually.*
- 3.6 *We are formally advised by Asthma UK that reliever inhalers are inherently safe medicines.*
- 3.7 *Trained staff are insured to assist children with inhalers and nebulisers when acting in accordance with this policy.*

3.8 *Staff are not required or able to supervise the administration of, or to administer, any other medication associated with asthma.*

4. *Medical Information and Responsibilities*

4.1 *The school has a system to inform staff of pupils' medical needs and the arrangements in place to meet them. At the beginning of the school year, or when the pupil joins the school, parents/carers must inform staff if their child has asthma and must get an Asthma Plan completed and signed by the child's GP or Consultant. School will only administer inhalers according to the Asthma Plan. It is the Parents/Carers responsibility to ensure that the Asthma Plans are in date.*

4.2 *Parent/carers have the responsibility to inform the school if the medication of their child changes through a new Asthma Plan.*

4.3 *The school keeps an asthma register which is updated in accordance with information from parents/carers.*

4.4 *The school will keep sufficient records to facilitate support for the pupil. The school does not undertake to keep definitive records of all asthma incidents.*

5. *PE/Sport/Off-site activities*

5.1 *The school seeks to take all practical steps to encourage and enable pupils with asthma to take part in PE.*

5.2 *All staff are aware that pupils must use their inhalers when they need to and will give appropriate support to children to take their inhaler before the lesson and/or warm up if advised by the Asthma Plan or if the child feels that they need it.*

5.3 *The school is working towards pupils confidently managing their own asthma condition and pupils can request opportunities to use their inhaler and to warm-up prior to PE lessons.*

5.4 *When classes take place off-site or away from classrooms, the school will require pupils who need them to have inhalers and make arrangements for the safe transport and storage of inhalers when it is not practical for the pupil to carry his or her own inhaler.*

5.5 *On extended/residential trips the school will require pupils who use inhalers to bring an appropriate supply.*

6. *Triggers for Asthma*

6.1 *The school undertakes to do all that it can to ensure the school environment is favourable to children or staff with asthma or other respiratory conditions.*

Actions taken include:

- *A no smoking policy throughout the school.*
- *Alternatives will be used to chemicals or art materials which may trigger asthma. Where this is not possible alternative lesson activities will be provided.*
- *Where building works may create a dusty environment, remedial action will be taken to prevent asthma attacks.*

7. *When a child is falling behind in lessons*

7.1 *If a child is absent from school because of asthma, or is tired in class because of disturbed sleep due to the condition, the class teacher will initially talk to the parent/carer.*

7.2 *If appropriate, the class teacher will consult the school nurse and/or special educational needs co-ordinator regarding any action to be taken.*

7.3 *The school recognises that children with asthma may have special educational needs because of their condition.*

8. **Asthma attacks: action to take**

The school follows the following procedure:

1. *Ensure that the reliever inhaler is taken immediately.*
2. *Ensure the child is sat up – don't lie the child down*
3. *Stay calm and reassure the child.*
4. *Help the child to breathe by ensuring that tight-fitting clothing is loosened.*
5. *If the child is in extreme distress, **call an ambulance.***

9. **Emergency procedure/Severe attacks**

A severe attack is defined as:

- *the inhaler has no effect after five to ten minutes;*
- *the child is distressed or unable to talk;*
- *the child is becoming exhausted;*
- *the child shows signs of rapid deterioration;*
- *there is any doubt at all about the child's condition.*

The procedure is:

Call an ambulance !

Repeat the reliever inhaler every few minutes until help arrives. If a child is in severe distress, or experiences any loss of consciousness, call an ambulance immediately.

10. **Display of Action and Emergency Procedures**

The school will prominently display the information given in points 8 and 9 above and in particular the instructions for dealing with a severe asthma attack. The display will be available in the staff room, Principal's office and school medical room.

11. **Minor attacks**

- 11.1 *Minor attacks should not interrupt a child's involvement in school. A short rest period may be indicated.*
- 11.2 *The child's parent/carer will be told about attacks that are minor but frequent.*
- 11.3 *The child's class teacher is expected to have sufficient information to comment on the general nature of the condition and the effect it has on the pupil's educational progress.*
- 11.4 *The school does not undertake to keep definitive records of all asthma attacks.*

12. **Recording of severe attacks**

- 12.1 *In the event of a pupil having a severe asthma attack it is the responsibility of the school to inform the parent/carer.*
- 12.2 *Severe attacks will be recorded through the school's normal procedure for recording medical incidents.*
- 12.3 *It is the responsibility of the parent/carer to give the school contact telephone numbers in case of a severe attack. These should consist of primary parent/carer workplace and home telephone numbers, plus a further contact number (which could be other parent or relative) in case they are not reachable at workplace or home.*

13. **Monitoring**

The effectiveness of this policy will be monitored in line with the school's monitoring and reviewing of school policy procedures.

