



# Great Wilbraham C of E Primary School

Policy title: Asthma

Date created: September 2018

Next Review Date: September 2019

Date ratified:

Signed:

## 1. Introduction

### 1.1. Definition

This policy is part of the first aid and health and safety guidelines. It has been created as a separate policy in order to inform parents of our procedures regarding monitoring asthma in school.

### 1.2. Rationale

Great Wilbraham C of E Primary School recognises that asthma is an important condition affecting many school children and staff. Great Wilbraham Primary School encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by all. Supply Teachers and new staff are also made aware of the policy.

### 1.3. Communication

This policy has been created through consultation with first aiders and staff before being taken to the Full Governing Body for ratification.

## 2. Leadership and management

### 2.1. Roles and responsibilities

#### Headteacher

- To review the policy annually
- To ensure staff are adequately trained

#### Leadership

- To monitor the medical forms
- To monitor date of medication
- To ensure parents are aware of our procedures

#### Staff

- To support children with asthma and ensure their well being

#### Governing Body

- To ensure the policy is reviewed annually

#### Parents

- To inform the school of changes in medication
- To complete the administration of medicines form
- To ensure medication is in date

#### Children:

- To tell a member of staff when they feel unwell (if appropriate and able)

### 2.2. Continuing professional development

Staff who work on the premises, particularly first aiders, have asthma training on an annual basis and from October 2017 using an online learning platform.

### 2.3. Reviewing and monitoring

This policy will be renewed annually in accordance with updates on medical and first aid arrangements.

## 3. Teaching, learning and assessment

### 3.1. Medication

- All medication, care plans and children's photos are kept together on a shelf in the Staff room in named boxes (unless individual circumstances deem it necessary to be in the classroom).





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- Parents of these children are asked to ensure that the school is provided with reliever inhaler.
- All inhalers must be labelled with the child's name by the parent and must be in date.
- School staff are not required to administer medication to children except in an emergency.
- School staff who agree to administer medication are insured when acting in accordance with this policy.
- All school staff let children take their own medication when they need to but staff should always accompany children to the Staff Room for their medication and note this in the medication records.
- Out of date inhalers should be returned to a GP's surgery by the parent

### 3.2. Emergency Inhaler

A generic relief inhaler is also kept in the Staff Room. This may be given to children as and when it may be thought necessary but must be given via a spacer. The emergency inhaler may be used repeatedly if the casing is washed thoroughly after use but the spacer must be replaced each time it is used. **Parents of children with Asthma must tell the School if they do not wish their child to use the emergency inhaler using the slip at the bottom of this policy.** The boxes containing the relief inhalers should be kept with PE Staff for the duration of the lesson if being held outdoors. The boxes containing the relief inhalers should be taken and held with a nominated member of Staff on all trips.

### 3.3. Asthma attacks

All staff will know what to do in the event of an asthma attack.

- a. Ensure that reliever inhaler is taken immediately
- b. Stay calm and reassure the child
- c. Help the child to breathe by loosening clothing

Minor attacks should not interrupt a child's involvement in school. When they feel better they can resume school activities. The child's parents must be informed and the incident logged in the first aid book.

### **Emergency Procedure**

Phone 999 and parents from the school office if:

- The reliever has no effect after 10 minutes
- The child is either distressed or unable to talk
- The child is getting exhausted
- You have doubts about the child's condition

**If the doctor is unobtainable call an ambulance**

### 3.4. Physical Education

Taking part in sports is an essential part of school life. All teachers are aware of which children have asthma. Children with asthma participate fully in PE. Teachers will remind children whose asthma is triggered by exercise to take their reliever inhaler before the lesson where necessary and complete a warm up before the lesson. Each child's inhalers will be labelled and kept in an accessible place. If the child needs to use their inhaler during the lesson they will be encouraged to do so and inhalers from children will be brought outside if the individual circumstances is necessary.

### 3.5. When a child is falling behind in lessons

If a child is missing a lot of time from school because of asthma, the teacher will initially talk to parents. If appropriate the teacher will talk to the school nursing team and SENCO about the situation. The school recognises that it is possible for children with asthma to have special needs.





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### 3.6. Assessment: Record Keeping

At the beginning of each school year, or when a child joins the school, parents are asked if their child have any medical conditions such as asthma. All parents of children with asthma are given a National Asthma campaign school card to give to their child's GP or asthma nurse to complete and return to school. From this information the school keeps its asthma register, which is available for all school staff. Cards are then sent to parents on an annual basis to update. If medication changes in between times, parents are asked to inform the school, update the Medicine Administration Consent Form and Record or the GP asthma record.

## 4. **Personal development, behaviour and welfare**

### 4.1. Safeguarding

The safety of children is paramount in all situations. In line with the administering of medicine policy, staff can help administer medicine if the relevant form has been completed but will always consider the safeguarding of children and seek advice if they are unsure.

### 4.2. Health and safety: The School environment

Great Wilbraham C of E Primary School does all it can to ensure the environment is favourable to children with asthma, see Health and Safety Policy. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

## 5. **Outcomes for pupils**

### 5.1. Inclusion and equal opportunities

Our whole school philosophy totally encompasses the equality of access and opportunity. Children should have access to the activities the school provides and consideration upon how to ensure this happens for children with asthma is made when planning and implementing sessions.

## 6. **Links to other policies**

6.1. Administration of medicines policy

6.2. Health and Safety policy (including first aid)

## 7. **Appendices**

7.1. Medicine Administration Consent Form and Record

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Parent form for NOT allowing the use of an emergency inhaler – DO NOT return if you are happy for the use of an emergency inhaler should the need arise:

I DO NOT wish my child to be given an emergency inhaler should the need arises.

Parent:

Date:





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## Appendix 7.1 Medicine Administration Consent Form and Record'

Name of Child:		
Date of Birth:		
Medical condition/illness (1 per column):		
Type/name of medicine (1 per column):		
Quantity received:		
Expiry date:		
Dosage and method:		
Self-administration	Yes/No	Yes/No
Date received:		
Staff signature:		
Parent signature:		
Quantity returned:		
Date returned:		
Staff signature:		
Parent/Carer signature:		





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Medicine:		
Date and time:		
Dose given:		
Staff signature:		
Date and time:		
Dose given:		
Staff signature:		
Date and time:		
Dose given:		
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