



## Asthma Policy

**Date Approved: March 2015**

**Date for Review: March 2017**

The school:

- Recognises that asthma is a widespread, serious but controllable condition and the school welcomes all pupils with asthma
- Ensures that with asthma can and do participate fully in all aspects of school life, including art, PE, science, educational visits and out of hours activities
- Recognises that pupils with asthma need access to reliever inhalers at all times
- Keeps a record of all pupils with asthma and the medicines they take
- Endeavours that the whole school environment, including the physical, social, sporting and educational environment, is favourable to pupils with asthma
- Ensures that all staff (including supply teachers and support staff) who have pupils with asthma in their care, know who those pupils are and know the school's procedures to follow in the event of an asthma attack

### Asthma Medicines

All staff and children must know where reliever medicines are kept. This is essential. Inhalers are kept in the office, in a clearly labelled drawer, as approved by the Paediatric Respiratory Nurse. All children under 8 should have a spacer in school, as advised by the Paediatric Asthma Nurse. If a Medical Plan is required, the child will go on the Inclusion Register and another inhaler is kept with the child at all times in a green First Aid bag.

All inhalers must be labelled with the child's name, ideally by the parent/carer, or by a member of staff.

If a parent/carer has stated that their child requires an inhaler in school but does not supply an **in-date inhaler**, the school will take the following action:

- Phone the parent/carer and request that the inhaler is brought into school without delay. The phone call will be logged on the pupil's Asthma Information Form (reverse side 'For Office Use' box).
- If the parent/carer fails to supply the inhaler as requested, write to the parent using the example letter. This repeats the request for the inhaler and states that without the inhaler, in the event of an asthma attack, staff will be unable to follow the usual Asthma Emergency inhaler procedures and will be reliant on calling 999 and awaiting the Emergency Services. The letter will be filed with the child's asthma information form.

School staff who agree to administer medicines are insured by the local authority when acting in agreement with this policy. All school staff will facilitate pupils to take their medicines when they need to.

For information on how to clean spacers please go to [www.asthma4children](http://www.asthma4children)

['Guidance on the Emergency Use of Salbutamol Inhalers in School' – September 2014](#)

Under this guidance schools can have a salbutamol inhaler in school for emergency use. Heene School Governors have agreed to have emergency inhalers in school. In order to use the inhaler children must have their own prescribed inhaler in school, with an Asthma Health Care Plan and written, signed consent from the child's parents (Form A – Asthma) to say the child can use the emergency school inhaler. If a child uses the school inhaler the child's parents will be informed (Form B – Asthma). Heene School will follow the above guidance regarding policy and procedures.

### **Record Keeping**

When a child joins the school, parents/carers are asked to declare any medical conditions (including asthma) that require care within school, for the school's records. At the beginning of each school year, parents are requested to update details about medical conditions (including asthma) and emergency contact numbers.

All parents/carers of children with asthma are given an asthma information form to complete and return to school. From this information the school keeps its asthma records. All teachers know which children in their class have asthma. Parents are required to update the school about any change in their child's medication or treatment.

### **Exercise and Activity – PE and Games/Off-site Activities**

All children are encouraged to participate fully in all aspects of school life including PE. Children are encouraged/reminded to use their inhalers before exercise (if instructed by the parent/carer on the asthma form) and during exercise if needed. Staff are aware of the importance of thorough warm up and down. Each pupil's inhaler will be labelled and kept in the office. If children are taken off the school premises, e.g. sports events, local visits, (including Victoria Park) church visits, coach trips, inhalers are taken with them. A First Aider always accompanies the children, except for Victoria Park, which is adjacent to the school.

### **Asthma Attacks – School's Procedure**

**In the event of an asthma attack, staff will follow the school procedure:**

- Encourage the pupil to use their inhaler, following the information on the Asthma Information Form
- If needed, a member of staff who has had Asthma Training, will check the Asthma Information Form and ensure the inhaler is being used according to the dosage on the form
- If the pupil's condition does not improve or worsens, the First Aider will follow the 'Emergency Asthma Treatment' procedures
- The First Aider will call for an ambulance if there is no improvement in the pupils' condition and then the parents/carer
- If there is any doubt about a pupil's condition an ambulance will be called

### **Access and Review of Policy**

The Asthma Policy will be accessible to all staff and the community through the school's website. Hard copies can be obtained from the school office. This policy will be reviewed on a two yearly cycle or when necessary.

Signed..... (Chair of Governors) Date.....

Signed..... (Head Teacher) Date.....