



## **Stanley St Andrew's Church of England Primary School**

### **Asthma Policy**

At Stanley St Andrew's Church of England Primary School, we recognise the uniqueness of each person, young and old, all people are special and of worth in God's eyes.

Our school recognises that asthma is a serious but controllable condition and welcomes all pupils with asthma. We will ensure that pupils with asthma can and do participate fully in all aspects of school life including physical exercise, trips and visits, and other out-of-school activities.

We will ensure that:

- Pupils with asthma have immediate access to reliever inhalers at all times.
- We keep a record of all pupils with asthma and their medicinal requirements.
- The school environment is conducive to the education of pupils with asthma.
- All members of school staff (including supply teachers and support staff) who come into contact with pupils with asthma know what to do in the event of an asthma attack.
- All staff understand that pupils with asthma may experience bullying and has procedures in place to prevent this occurring.
- We work in partnership with interested parties such as the governing body, members of school staff, parents, pupils, the school nursing team, and outside agencies to ensure the best educational outcomes possible for pupils with asthma.
- All staff have read and understood our Asthma Policy.
- All staff know which children in school have asthma.
- Understand what to look out for and what to do in the event of an asthma attack.

## **Roles and responsibilities**

The governing board has a responsibility to:

- Ensure the health and safety of staff and pupils is protected on the school premises and when taking part in school activities.
- Ensure that this policy, as written, does not discriminate against any of the protected characteristics, in line with the Equality Act 2010.
- Handle complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensure this policy is effectively monitored and updated.
- Report any successes and failures of this policy to the headteacher, members of school staff, local health authorities, parents and pupils.
- Provide indemnity for teachers and other members of school staff who volunteer to administer medicine to pupils with asthma in need of help.

The headteacher has a responsibility to:

- Create and implement this policy with the help of school staff, school nurses, local guidance and the governing board.
- Ensure this policy is effectively implemented and communicated to all members of the school community.
- Arrange for all members of staff to receive training on supporting pupils with asthma. Ensure all supply teachers and new members of staff are made aware of this policy and provided with appropriate training.
- Monitor the effectiveness of this policy.
- Ensure that first aiders are appropriately trained regarding asthma, e.g. supporting pupils to take their own medication and caring for pupils who are having asthma attacks.
- Delegate the responsibility to check the expiry date of spare reliever inhalers and maintain the school's asthma register to a designated member of staff.
- Report incidents and other relevant information to the governing board and LA as necessary.

All school staff have a responsibility to:

- Read and understand this policy.
- Know which pupils they come into contact with have asthma.
- Know what to do in the event of an asthma attack.
- Allow pupils with asthma immediate access to their reliever inhaler.
- Inform parents if their child has had an asthma attack.
- Inform parents if their child is using their reliever inhaler more than usual.
- Ensure pupils with asthma have their medication with them on school trips and during activities outside of the classroom.
- Ensure pupils who are unwell due to asthma are allowed the time and resources to catch up on missed school work.
- Be aware that pupils with asthma may experience tiredness during the school day due to their night-time symptoms.
- Be aware that pupils with asthma may experience bullying due to their condition, and understand how to manage these instances of bullying.
- Make contact with parents, the school nurse and the SENCO if a pupil is falling behind with their school work because of their asthma.

PE staff have a responsibility to:

- Understand asthma and its impact on pupils – pupils with asthma should not be forced to take part in activities if they feel unwell.
- Ensure pupils are not excluded from activities that they wish to take part in, provided their asthma is well-controlled.
- Ensure pupils have their reliever inhaler with them during physical activity and that they are allowed to use it when needed.
- Allow pupils to stop during activities if they experience symptoms of asthma.
- Allow pupils to return to activities when they feel well enough to do so and their symptoms have subsided (the school recommends a **five**-minute waiting period before allowing the pupil to return).
- Remind pupils with asthma whose symptoms are triggered by physical activity to use their reliever inhaler before warming up.
- Ensure pupils with asthma always perform sufficient warm-ups and cool-downs.

The school nurse has a responsibility to:

- Support in the creation and implementation of this policy.
- **[If they hold an asthma qualification.]** Provide regular training for members of school staff in managing asthma.
- **[If they do not hold an asthma qualification.]** Provide information about where the school can procure specialist asthma training.

Pupils with asthma have a responsibility to:

- Tell their teacher or parent if they are feeling unwell due to their asthma.
- Treat the school's and their own asthma medicines with respect by not misusing the medicines and/or inhalers.
- Know how to gain access to their medication in an emergency.
- Know how to take their asthma medicine.

All other pupils have a responsibility to:

- Treat other pupils, with or without asthma, equally, in line with the school's Behaviour Policy.
- Understand that asthmatic pupils will need to use a reliever inhaler when having an asthma attack and ensure a member of staff is called immediately.

Parents have a responsibility to:

- Inform the school if their child has asthma.
- Ensure the school has a complete and up-to-date **asthma card** for their child.
- Inform the school of the medication their child requires during school hours.
- Inform the school of any medication their child requires during school trips, team sports events and other out-of-school activities.
- Inform the school of any changes to their child's medicinal requirements.
- Inform the school of any changes to their child's asthmatic condition, e.g. if their child is currently experiencing sleep problems due to their condition.
- Ensure their child's reliever inhaler (and spacer where relevant) is labelled with their child's name.

- Ensure that their child's reliever inhaler and spare inhaler are within their expiry dates.
- Ensure their child catches up on any school work they have missed due to problems with asthma.
- Ensure their child has regular asthma reviews with their doctors or asthma nurse (recommended every 6-12 months).
- Ensure their child has a written Personal Asthma Action Plan at school to help the school manage their child's condition.

## **Asthma Medicines**

Pupils with asthma are encouraged to carry their reliever inhaler as soon as their parent and the school nurse agree that they are old enough and/or have sufficient capabilities and independence. If not, inhalers are given to the school to be looked after. Reliever inhalers kept in the school's charge are held in the pupil's classroom in a designated storage area and all staff are aware of the location of pupil's inhalers.

Parents will be required to label their child's inhaler with the child's full name and year group. Parents will ensure that the school is provided with a labelled spare reliever inhaler, in case their child's inhaler runs out, or is lost or forgotten.

Members of staff are not required to administer medicines to pupils, except in emergencies or where the child is not capable of administering their own, for example, due to their age. Staff members who have volunteered to administer asthma medicines will be insured by the school's appropriate level of insurance which includes liability cover relating to the administration of medication.

Staff will administer the asthma medicines in line with the school's Administering Medication Policy. For pupils who are old enough and/or have sufficient capabilities and independence to do so, staff members' roles in administering asthma medication will be limited to supporting pupils to take the medication on their own.

Staff members will let pupils take their own medicines when they need to if they are deemed able.

This policy is predominantly for the use of reliever inhalers. Preventer inhalers are very rarely required at school. However, if they are needed, staff members may need to remind pupils to bring them in or remind the pupil to take the inhaler before coming to school.

## **Emergency inhaler**

Stanley St Andrew's Church of England Primary School keeps a salbutamol inhaler in school for use in an emergency when a pupil's own inhaler is not available. These are kept in the emergency medicine box in the school office and are stored in temperate conditions specified in the manufacturer's instructions, out of reach and sight of pupils, but not locked away.

The emergency medicine box contains the following:

- A salbutamol metered dose inhaler
- Two plastic, compatible spacers
- Instructions on using the inhaler and spacer
- Instructions on cleaning and storing the inhaler
- Instructions for replacing inhalers and spacers

- The manufacturer's information
- A checklist, identifying inhalers by their batch number and expiry date
- A list of pupils with parental consent and/or individual healthcare plans permitting them to use the emergency inhaler
- A record of administration showing when the inhaler has been used

The school buys its supply of salbutamol inhalers from a local pharmacy. The emergency inhaler should only be used by pupils for whom written parental consent has been received and who have been either diagnosed with asthma or prescribed an inhaler as reliever medication. A copy of the consent form can be found at the end of this policy. Parental consent for the use of an emergency inhaler should form part of any pupil with asthma's individual healthcare plan.

Expired or used-up emergency inhalers will be returned to a local pharmacy to be recycled.

Emergency spacers will be disinfected after use.

Emergency inhalers may be reused, provided that they have been properly cleaned after use.

In line with the school's Supporting Pupils with Medical Conditions Policy, and First Aid Policy appropriate support and training will be provided for relevant staff on the use of the emergency inhaler and administering the emergency inhaler.

Whenever the emergency inhaler is used, the incident must also be recorded on the school's records, indicating where the attack took place, how much medication was given, and by whom, and the pupil's parents will be informed in writing.

The headteacher is responsible for overseeing the protocol for the use of the emergency inhaler, monitoring its implementation, and maintaining the Asthma Register.

The School Business Officer and/or School Business Assistant is responsible for:

- Checking that inhalers and spacers are present and in working order, with a sufficient number of doses, on a termly basis.
- Ensuring replacement inhalers are obtained when expiry dates are approaching.
- Ensuring replacement spacers are available following use.
- Ensuring that plastic inhaler housing has been cleaned, dried and returned to storage following use, and that replacements are available where necessary

## **Symptoms of an asthma attack**

Members of school staff will look for the following symptoms of asthma attacks in pupils:

- Persistent coughing (when at rest)
- Shortness of breath (breathing fast and with effort)
- Wheezing
- Nasal flaring
- Complaints of tightness in the chest
- Being unusually quiet
- Difficulty speaking in full sentences

Younger pupils may express feeling tight in the chest as a 'tummy ache'.

## **What to do when a child has an asthma attack**

In the event of an asthma attack, staff will follow the procedure outlined below:

- Keep calm and encourage pupils to do the same.
- Encourage the child to sit up and slightly forwards – **do not hug them or lie them down.**
- If necessary, call another member of staff to retrieve the emergency inhaler – do not leave the affected pupil unattended.
- If necessary, summon the assistance of a member of staff trained in first aid, to help administer an emergency inhaler.
- Ensure the child takes two puffs of their reliever inhaler (or the emergency inhaler) immediately, preferably through a spacer.
- Ensure tight clothing is loosened.
- Reassure the child.

If there is no immediate improvement:

Staff will not administer any medication where they have not been trained to do so.

If there is no immediate improvement, staff will continue to ensure the pupil takes 2 puffs of their reliever inhaler every two minutes, until their systems improve, but only up to a **maximum of 10 puffs**. If there is no improvement before the pupil has reached 10 puffs:

- Continue to ensure the child takes two puffs of their reliever inhaler every two minutes, until their systems improve, but only up to a **maximum of 10 puffs**.
- If there is no improvement before you have reached 10 puffs:
- Call 999 for an ambulance.
- If an ambulance does not arrive in 10 minutes, staff should follow the advice given by the 999 call handler.
- If the call has become disconnected and it is 10 minutes since the call was made, another 10 puffs of the reliever inhaler should be given as outlined above.

Call 999 immediately if:

- The child is too breathless or exhausted to talk.
- The child is going blue.
- The child's lips have a blue/white tinge.
- The child has collapsed.
- You are in any doubt.

### **Important points to remember in an emergency**

Staff will never leave a pupil having an asthma attack unattended. If the pupil does not have their inhaler to hand, staff will send another member of staff or pupil to retrieve their spare inhaler. In an emergency situation, members of school staff are required to act like a 'prudent parent', i.e. making careful and sensible parental decisions intended to maintain the child's health, safety and best interests.

As reliever medicine is very safe, staff will be made aware that the risk of pupils overdosing on reliever medicine is minor. Staff will send another pupil to get another member of staff if an ambulance needs to be called. The pupil's parent will be contacted immediately after calling an ambulance.

- Never leave a pupil having an asthma attack unattended.
- If the pupil does not have their inhaler, send another teacher or pupil to retrieve their spare inhaler.
- In an emergency situation, members of school staff are required to act like a 'prudent parent' – known as having a 'duty of care'.
- Reliever medicine is very safe. Do not be overly concerned a pupil may overdose.
- Send another pupil to get a teacher/adult if an ambulance needs to be called.
- Contact the pupil's parents/carers immediately after calling an ambulance.
- A member of staff should always accompany a pupil taken to hospital by ambulance and stay with them until their parent/carer arrives.
- Generally, staff will not take pupils to hospital in their own car. However, in some extreme situations our school understands that it may be the best course of action.
- If a situation warrants a staff member taking a pupil to hospital in their car, another adult **must** accompany them.

A member of staff should always accompany a pupil who is taken to hospital by ambulance and stay with them until their parent arrives. Generally, staff will not take pupils to hospital in their own car unless in exceptional circumstances, e.g. where a pupil is in need of professional medical attention and an ambulance cannot be procured.

In these exceptional circumstances, the following procedure will be followed in line with the First Aid Policy:

- A staff member will call the pupil's parents as soon as is reasonably practical to inform them of what has happened, and the course of action being followed – parental consent is not required to acquire medical attention in the best interests of the child.
- The staff member will be accompanied by one other staff member, preferably a staff member with first aid training.
- Both staff members will remain at the hospital with the pupil until their parent arrives.

## **Record keeping**

At the beginning of each school year or when a child joins school parents/carers are asked to inform the school if their child has any medical conditions, including asthma, on their student information form. Parents of children who advise us that their child has asthma will be asked to complete the Asthma Information Form (see appendix 1). Parents will also be asked to sign the Spare Inhaler Consent Form (see appendix 2).

The school keeps a record of all pupils with asthma, complete with medication requirements, in its Asthma Register.

Parents must inform the school of any changes to their child's condition or medication during the school year. This should be done either by email or letter to the school office.

All emergency situations will be recorded, and staff practice evaluated, in line with the First Aid Policy.

### **Exercise and physical activity**

Games, activities and sports are an essential part of school life for our pupils. All teachers know which children in their class have asthma and are aware of any safety requirements.

Outside providers of sports clubs and activities are informed about pupils with asthma taking part in the activity.

Pupils with asthma are encouraged to participate fully in PE lessons when they are able to do so. Pupils whose asthma is triggered by exercise will be allowed ample time to thoroughly warm up and cool down before and after the session.

During sports, activities and games, each pupil's labelled inhaler will be kept in a box at the site of the activity.

Class teachers will follow the same guidelines as above during physical activities in the classroom.

### **Out-of-hours sport**

Our school believes sport to be of great importance and we regularly run out-of-hours sports clubs to benefit pupils and increase the number of pupils involved in sport and exercise.

Pupils with asthma are encouraged to become involved in out-of-hours sport as much as possible and will never be excluded from participation.

Members of school staff or contracted suppliers will be aware of the needs of pupils with asthma during these activities and adhere to the guidelines outlined in this policy.

### **The School Environment**

Our school does all that it can to ensure the school environment is favourable to pupils with asthma. The school does not keep any furry or feathered animals and has a definitive no-smoking policy throughout school grounds.

As far as possible, the school does not use any chemicals in school that are potential triggers for asthma. If chemicals that are known to be asthmatic triggers are to be used, asthmatic pupils will be taken outside of the classroom and provided with support and resources to continue learning.

### **Pupils Falling Behind**

If a pupil is falling behind in lessons because of their asthma, the class teacher will talk to the parents/carers to discuss how to prevent the child falling further behind and possible ways for the child to catch-up.

If appropriate, the teacher will then talk to the school nursing team and Special Educational Needs Co-ordinator (SENCO) about the pupil's needs and possible interventions.

The school recognises that it is possible for pupils with asthma to have special educational needs due to their asthma.



## **Data Protection & Information Sharing**

As a school we collect information about our pupils and our privacy notices, found on our website, explain the reason why we collect this information, how we use it, the type of information we collect and our lawful reasons to do so.

All data that we hold will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation (GDPR). This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual, we must have a legal basis to do so.

We may need to share information with other staff in school. We may also share information with the local authority and healthcare professionals about pupils who have or may need an Education Health and Care Plan or other medical and/or special educational needs. Healthcare professionals may have access to information about pupils, either by agreement or because the law says we must share that information. This information will be shared to ensure we can access the best care and support for your child during their time at our school.

The local authority, school nursing team, counselling services and occupational therapists are examples of who we may share information with, so long as we have consent or are required by law to do so.

It is essential that all information about pupils with additional health needs is kept up to date.

To protect confidentiality, all information-sharing techniques, e.g. staff noticeboards, will be agreed with the pupil and their parent in advance of being used.

All teachers, TAs, supply and support staff will be provided with access to relevant information, including high-risk health needs and emergency procedures, via a noticeboard in the staffroom.

## **Linked Policies**

This policy operates in conjunction with the following school policies:

- Administering Medication Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Allergen and Anaphylaxis Policy
- Complaints Procedure
- Equal Opportunities Policy: Pupils
- Attendance Policy
- Supporting Pupils with Medical Needs Policy
- Data Protection Policy & Privacy Notice for Pupils
- First aid policy

## **Monitoring and Review**

This policy was reviewed by the headteacher in November 2022. It will be reviewed annually in accordance with the school's policy planner.

This policy will be shared with all relevant stakeholders and made available on our school website.

The effectiveness of this policy will be monitored and evaluated by all members of staff. Any concerns will be reported to the headteacher immediately. The headteacher is responsible for reviewing this

policy annually hereafter in accordance with our policy delegation schedule. Any changes will be reported to all relevant stakeholders. This policy has been drafted with reference to a model School Bus policy dated 16 August 2022.





## Spare Asthma Inhaler Consent Form

We keep a spare Ventolin Inhaler (Salbutamol) and spacer device in school for use in an emergency situation. We are able to provide these to children who may have forgotten their inhaler or are undergoing a severe attack, where the spacer may be more effective in administration.

Please could we ask you to tick and sign below to consent to your child being administered emergency medication using our spare inhaler and spacer if a situation should arise where this is necessary.

**Signature of parent/carer:** .....

**Name of parent/carer:**.....**Date:** .....

**Office use**

Date received: .....Received by (staff member): .....

Date Register of Consent updated: ..... Updated by: .....

Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation. Further information on Data Protection & Information Sharing can be found in our Asthma Policy.