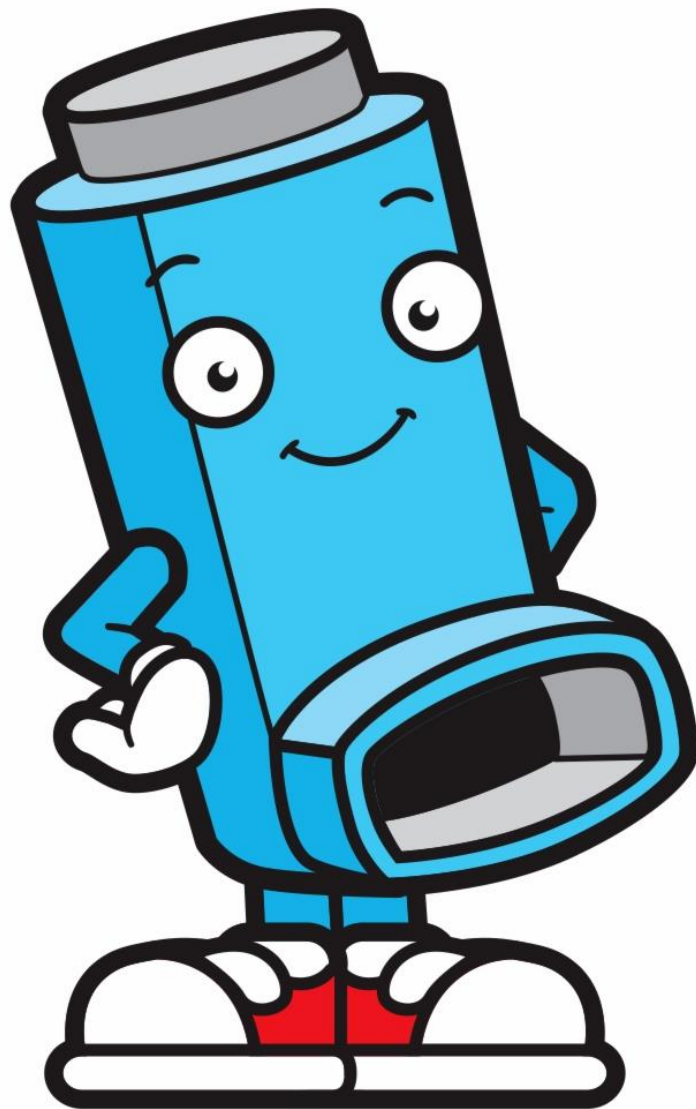




# Schools Asthma Policy

September 2024



[www.teaguesbridgeprimary.org](http://www.teaguesbridgeprimary.org)

# Teagues Bridge Primary School

## School Asthma Policy

Written on:	23 <sup>rd</sup> July 2016
Reviewed:	23 <sup>rd</sup> July 2024
Next review	July 2025
Staff Responsibility	Mrs S. Abdulla
Governor responsibility	Mr S Reynolds

The Asthma lead for the school is Mrs Heather Whitehouse.

Teagues Bridge Primary School is an inclusive community that aims to support and welcome pupils with asthma. The school ensures that the whole school environment, which includes physical, social, sporting and educational activities, is inclusive and favourable to pupils with asthma.

Teagues Bridge Primary School is committed to providing pupils with a physical environment, which is accessible to pupils with asthma and that children with asthma have full access to extended school activities, school productions, after school clubs and residential visits.

The schools' asthma policy is drawn up in consultation with a range of local key stakeholders within both the school and health settings. All staff understand their duty of care to children and young people in the event of an emergency and feel confident in knowing what to do in an emergency. All school staff have receive annual asthma awareness training (see appendix 1 for emergency procedures).

The school has clear guidance and record keeping arrangement for the administration and storage of medicines at school. This policy runs alongside of the school's health and safety policy and medication policy.

### Policy Guidelines:

Pupils with asthma are encouraged to;

- Take control of their condition and are included in all school activities
- Not to be forced to take part in activity if they feel unwell
- Have the appropriate inhalers with them during physical activity and that pupils take them when needed

All Teachers and school after school leaders need to;

- Be aware of the potential triggers for pupil's asthma when exercising
- Complete a risk assessment for any out of school visit and include a copy of the Asthma Health Care Plan. Factors to consider include how routine and emergency medicines will be stored and administered and where help could be obtained in an emergency
- Consider any additional medicines, equipment or factors when planning residential visits. These may be in addition to any medicines, facilities and healthcare plans that are normally available in school

All staff need to;

- Understand their duty of care of pupils in the event of an emergency
- Attend training on an annual basis and know what to do in an emergency for the pupils in their care with asthma
- Understand asthma and are trained in what to do in an emergency
- Under common law duty of care act like any reasonably prudent parent, this may include administering medicine
- Refer to school Asthma Health Care plans (Appendix 2) to inform the appropriate staff, of pupils in their care who may need emergency help.

A copy of the pupil's health care plan would need to be sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent or the information on it should be communicated to the hospital as soon as possible.

If a pupil needs to be taken to hospital and the parent is unable to get to school, a member of staff will accompany the pupil and will stay with them until the parent arrives. The school tries to ensure that the staff member will be someone known to the pupil.

Generally staff should not take pupils to hospital in their own car unless they have the appropriate insurance and there are 2 members of staff.

### Administration of Medicines:

#### *Emergency medicines*

- All pupils at this school with asthma have easy access to their emergency medicines. All inhalers and spacers are carried by pupils in a labelled inhaler pouch.
- All pupils are encouraged to carry and administer their own emergency medicine, when their parents and health specialists determine they are able to start taking responsibility for their condition (Appendix 3 and 4). They should record on the sheet when they have taken their inhaler and this needs to be signed by an adult.
- Pupils, who do not carry and administer their own emergency medicines, should know where their inhaler is stored and how to gain access and seek assistance from a member of staff.
- All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent. In an emergency situation, this may include taking action such as administering medicines
- An emergency salbutamol inhaler kit is stored in the first aid area of the shower room, by the staff room and is accessible to all staff. A list of pupils for whom consent has been received is kept in the box and the inhaler should only be used for these pupils.

#### Drawing up School Asthma Health Care Plans;

- This school used an adapted School Health Care Plan to record important details about individual pupil's medical needs, their triggers, signs, symptoms, medicines
- A school health care plan accompanied by an explanation is sent to all parents of pupils with asthma for completion:
  - At the start of the school year (September)
  - On admission to the school
  - When a diagnosis is first communicated with the school
- See Appendix 5 for copy of the letter
- The parents are asked to fill out the pupil's school Asthma Health Care Plan. Parents then return these completed forms to the school. Parent may need to liaise with their child's health care professionals to complete the form
- Teagues Bridge ensures that a relevant member of school staff is available, if required to help complete the health care plan for pupils with particularly complex healthcare needs

#### School Asthma Register;

- The school Asthma Health Care Plans are used to create a centralised register of pupils with asthma

- The headteacher, Mrs Abdulla and Mrs Inwood are responsible for the register at Teagues Bridge and follow up any of the details on a pupil's Asthma Health Care Plan or if permission for administration of medicines is unclear or incomplete
- Parents are regularly reminded to update their pupil's Asthma Health Care Plan if their pupil has a medical emergency or if there have been changes to their symptoms, medicines or treatment
- Every pupil with a health care plan at this school has their plan discussed and renewed at least once a year and a copy is sent home
- Health Care Plans are kept in the main office and all member sof staff who work with the pupil, have access to the plan (Medical folder in each base)
- When a member of staff is new to a pupil group, for examples due to staff absence, the school makes sure that they are made aware of the health care plans of pupils in their care
- The school ensures that all staff protect pupil confidentiality
- This school seeks permission from parents to allow the health care plan to be sent ahead to emergency staff should an emergency happen during school hours or at an out of school hours activity
- This school seeks permission from pupils and parents before sharing any medical information with any other party
- All parents of pupils with asthma are asked to provide consent on the health care plan giving staff permission to administer medicines in an emergency
- Parent of pupils with asthma at this school are all asked at the start of the school year on the Health Care Plan if they are/or the pupil's healthcare professional believe the pupil is able to self manage, carry and administer their own emergency medicines
- If a pupil requires regular/daily help in administering their medicines then the school outlines the school's agreement to administer those medicine/s on the Health Care Plan. The school and parents keep a copy of the agreement

#### Roles and Responsibilities;

The governing body has responsibility to:

- Ensure the health and safety of all staff and anyone else on the premises or taking part in school activities. This responsibility extends to those staff and others leading activities taking place off site, such as visits, outings and residential vists
- Ensure health and safety policies and risk assessments are inclusive of the needs of pupils with asthma

- Make sure the asthma policy is effectively monitored and regularly updated
- Provide indemnity for teachers who volunteer to administer medicine to pupils with asthma

The headteacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the asthma policy is in line with local and national guidance and policy frameworks
- Liaise between interested parties - including pupils, school staff, welfare assistants, school nurses, parents, governors, the health service, the LA and local emergency services
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using individual health care plans
- Ensure pupil confidentiality
- Assess the training and development needs of staff and arrange for them to be met
- Ensure all staff know the asthma policy and know which pupils have asthma (each base has a folder containing this information which is updated regularly)
- Delegate a staff member to check expiry date of medicines and to ensure spacers are cleaned on a half termly basis to maintain the school asthma register
- Monitor and review the policy on a regular basis, with input from staff and external stakeholders

All staff have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of asthma and know what to do in an emergency
- Understand the school's asthma policy and procedures
- Know which pupils have asthma and be familiar with the content of their individual health plan
- Allow all pupils to have immediate access to their emergency medicines
- Maintain effective communication with parents including informing them if their child has been unwell at school
- Ensure pupils carry their medicines with them, have them when they go on an educational visit or out of the classroom
- Be aware that long term conditions can affect a pupil's learning and provide extra help when pupils need it
- Liaise with parents, the pupils healthcare professionals, special educational needs co-ordinator and welfare officers if a pupil is falling behind with their work because of their condition

- Use opportunities such as PSHE to raise pupil awareness about asthma
- Understand asthma and the impact it can have on pupils
- Ensure all pupils with asthma are not excluded from activities they wish to take part in.

The school nurse who works with our school has a responsibility to:

- Support with updating the school's asthma policy
- Provide regular training for school staff in managing asthma at school
- Provide information about where the school can access training in areas that the school nurse has not had specialist training
- Provide support and information to the identified member of staff responsible for ensuring parents complete the health care plans

Individual doctors and specialist healthcare professionals caring for pupils who attend this school, have responsibility to:

- Help complete the school health plans provided by parents if appropriate
- Where possible and without compromising the best interests of the pupil, try to prescribe medicines that can be taken outside of school hours
- Offer parents of every pupil a written self-management plan to ensure parents and pupils know how to self-manage at school and at home
- Ensure the pupil knows how to take their medicines effectively
- Ensure pupils have regular reviews of their condition and the medicines they take
- Provide the school with information and advice if a pupil in their care has severe asthma symptoms
- Understand and provide input to the school's medical policy
- Provide inhalers and spacers when requested by parents

The parents at this school have a responsibility to:

- Tell the school if their child has asthma
- Ensure the school has a complete and up-to-date school health care plan for their child
- Inform the school about the medicines their child requires during school hours
- Inform the school of any Inhaler the child requires while taking part in visits, outings or field trips and other out-of-school activities such as school team sports
- Tell the school about any changes to their child's inhalers e.g. what they take and how much
- Inform the school of any changes to their child's condition

- Ensure their child's inhalers and spacers are labelled with their full name
- Ensure that school has inhaler needed by their child and that the inhaler is within their expiry date and is updated regularly
- Keep their child at home if they are not well enough to attend school
- Ensure their child has regular reviews with their doctor or specialist health care professionals
- Ensure their child has a written self-management plan from their doctor to help them manage their child's condition

Training:

The school nurse is invited into school each year to offer training and advice to all staff.

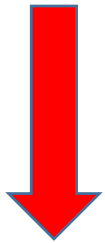


# EMERGENCY RESPONSE

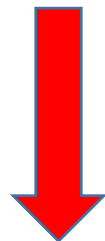
## CALL AMBULANCE

Mrs Whitehouse to ring from the scene. If Mrs Whitehouse is not 2<sup>nd</sup> first aider to ring

### PERSON 1



Open main gate



Open bottom gate

If access required here



Wait outside for

Ambulance and take to casualty

### PERSON 2

Contact parents/next of kin calmly, asking them to come to school urgently but without causing panic. Give facts only, don't speculate, don't exaggerate. Retrieve health care plans and any medication to be sent with ambulance. Inform Headteacher

## School Asthma Health Care Plan

Pupils's name	
Date of birth	
Base	
Pupil's address	
Date Asthma Diagnosed	
Parents Name	
Phone no. (Work)	
(Home)	
Mobile	
Parents Name	
Phone no. (Work)	
(Home)	
(Mobile)	
G.P. Name	
G.P. Phone No.	
Clinic/Hospital contact Name	
Phone No.	

Describe how the asthma affects your child including their typical symptoms and asthma 'triggers'

Describe their daily care requirements including the name of their asthma medicine, how often it is used and the dose (e.g. Once or twice a day, just when they have symptoms, before sport)

Describe what an asthma attack looks like for your child and the action to be taken if this occurs.

Who is to be contacted in an emergency? Give three contact telephone numbers and their names.

### ADVICE FOR PARENTS

Remember:

1. It is your responsibility to tell school about any changes in your child's asthma/and or their asthma medications
2. It is your responsibility to ensure that your child has their 'relieving' medication with them in school and that it is clearly labelled with their name. You should confirm this with your child's class teacher.
3. It is your responsibility to ensure that your child's asthma medication has not expired.
4. Your child should not be exposed to cigarette smoke

# REQUEST FOR CHILD TO CARRY MEDICATION

Name of school	
Pupil's name	
Base	
Address	
Name of Medicine	
Procedures to be taken in an emergency	
Contact name	
Daytime phone no.	
Relationship to pupil	

I would like my son/daughter to keep their medicine themselves  
for use as necessary.

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Relationship to pupil: \_\_\_\_\_

Date: \_\_\_\_\_

## Example letter for parents/Carers to accompany School Asthma Health Care Plan

Dear Parent/Carer

Re: The School Asthma Health Care Plan

Thank-you for informing us of your child's asthma on his/her registration form.

As part of accepted good practice and with advice from the local PCT, hospital specialists, and the Department for Education and Skills, our school has recently established a School Asthma Policy.

As part of this policy, we now ask all parents/carers of children with asthma to help us by completing a School Health Care Plan for your child/ren. This is attached to this letter. The completed School Asthma Health Care Plan will store information details about your child's current medicines, triggers, individual symptoms and emergency contact numbers. The plan will help school staff to better understand your child's individual condition and needs.

Please complete this plan and return to school by

\_\_\_\_\_.

I look forward to receiving your child's completed School Asthma Health Care Plan.

Thank-you for your help

Yours Sincerely

Mrs S. Abdulla

(Headteacher)

## Record of Medicine administered to Individual children

To be kept with the inhaler in the form of a card

Fill in the pupil's details in section 1 and then one form section 2 each time medicine is given in school.

### Section 1:

Name of school	
Name of pupil	
Date medicine provided by parent	
Base	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

### Section 2:

Date		Date	
Time given		Time given	
Dose given		Dose given	
Name of staff		Name of staff	
Staff Signed		Staff Signed	
Witness		Witness	



# Advice for children from Royal Children's Hospital website

## Large Volume Spacers

(eg Volumatic)



### How to use your Large Volume Spacer

1. Put together the spacer following the instructions that came with it.
2. Remove the protective cap from the puffer.
3. Shake the puffer well and insert (place) it firmly into the end of the spacer.
4. Place the mouth piece of the spacer in your mouth and put it between your teeth. Now, close your lips around the spacer mouth piece. Make sure your lips cover the entire mouth piece so there are no gaps. Hold the spacer level so that it does not tilt up or hang down.
5. Breathe out gently.
6. Press the puffer ONCE to release a dose of the medicine into the spacer. Do not remove the puffer.
7. Breathe in very slowly until you have taken a deep breath. You will hear a whistle sound if you are breathing in too fast. Hold your breath for a few seconds, then breathe out slowly and deeply through your mouth. Breathe in and out 4 or 5 times (do not remove your mouth from the mouthpiece in between each breath - there is a 2 way valve system which will prevent any of the medication from escaping from the chamber).

If a second dose is needed, **shake the puffer again** and repeat steps 4-7. You can shake the puffer while it is still attached/connected to the spacer.

Make sure you have been shown how to use the spacer and that you have practiced and understand it before you leave the hospital.

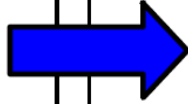
### How to care for your spacer

- The spacer should be cleaned once a week.
- Take the spacer apart and wash it in warm water containing a little dishwashing detergent or mild soap.
- **DO NOT RINSE.**
- Allow the spacer to drip dry. Do not wipe the spacer dry with a tea towel or kitchen paper but allow it to air dry. This can be done overnight.
- Put the spacer back together.
- Do not allow anyone else to use your spacer.

# How to manage an Asthma Attack in School

## MILD / MODERATE SYMPTOMS

- Short of breath
- Wheezy
- Coughing
- Complaining of chest tightness
- Maybe unable to talk in full sentences



## ACTION

1. Give 2 – 4 puffs of pupil's own reliever (blue) inhaler immediately
2. If symptoms improve, the pupil can return to school activities
3. Record administration of medication and inform the parents, in accordance with the school asthma policy

**If symptoms do not improve or become worse then follow instructions for severe attack**

## SEVERE SYMPTOMS

**The pupil may have one or more of these symptoms in addition to the mild symptoms**

- Own normal inhaler is not helping to relieve the asthma symptoms
- Too breathless to talk or drink
- Becoming agitated or exhausted
- Lips and/or fingers are going blue

## ACTION

1. Give 2 puffs of the pupil's own reliever (blue) metered dose inhaler via a spacer if available every 2 minutes up to a maximum of 10 puffs  
**Call an ambulance**
2. Continue to give 1 puff of the reliever (blue) inhaler via the spacer (if available) every minute, until the ambulance arrives or the symptoms begin to improve
3. Record the administration of medication and inform the parents, in accordance with the school asthma policy

## No Inhaler

If the child's inhaler has run out or is broken they may use the school's emergency inhaler stored in the shower room. Check the list for consent from Parent/Carers.

Record administration of medication and inform parents, in accordance with the school emergency inhaler protocol.

## No Inhaler

If the child's inhaler has run out or is broken they may use the school's emergency inhaler stored in the shower room. Check the list for consent from Parent/Carers.

Record administration of medication and inform parents