

Berkswich CE Primary School			
Reference Number S18c	Shared with Staff October 2024	Ratified by Governing Board October 2024	Review Date October 2026
Policy Title	Asthma Policy		

Statement of intent

In keeping with our school vision, the staff and governors at Berkswich CE Primary delight in striving together for all to reach their God-given potential. Our aim is to enable everyone in our school family to live life in its fullness.

Berkswich CE Primary:

- Recognises that asthma is a serious but controllable condition and welcomes all pupils with asthma.
- Ensures that pupils with asthma can and do participate fully in all aspects of school life including physical exercise, visits, field trips and other out-of-school activities.
- Recognises that pupils with asthma need immediate access to reliever inhalers at all times.
- Keeps a record of all pupils with asthma and their medicinal requirements.
- Ensures that the school environment is conducive to the education of pupils with asthma.
- Ensures that 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.
- Works in partnership with interested parties, such as the governing board, members of school staff, parents, pupils and outside agencies, to ensure the best educational outcomes possible for pupils with asthma.

1. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- DfE (2015) 'Supporting pupils at school with medical conditions'
- Asthma UK (2020) 'Asthma at school and nursery'
- DfE (2022) 'First aid in schools, early years and further education'

This policy operates in conjunction with the following school policies:

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy

2. Key roles and responsibilities

The governing board has a responsibility to:

- Ensure the health and safety of staff and pupils on the school premises and when taking part in school activities.
- Ensure that the Asthma Policy, as written, does not discriminate on any grounds, including, but not limited to: age, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handle complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensure the Asthma 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:

- Ensure this policy is effectively implemented and communicated to all members of the school community.
- Ensure all aspects of this policy are effectively carried out.
- 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.
- 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.
- Ensure all supply teachers and new members of staff are made aware of the Asthma Policy and provided with appropriate training.
- Monitor the effectiveness of the Asthma Policy.
- Delegate the responsibility to check the expiry date of spare reliever inhalers and maintain the school's medical needs register and documentation to the school's first aid lead.
- Ensure that every child with Asthma has a completed Individual Health Care Plan (IHCP).
- Report to the governing board and LA as necessary.

The first aid lead has the responsibility to:

- Regularly update knowledge using information from Asthma UK, School Nurse, etc.
- Assist in the creation and updating of the Asthma Policy.
- Provide regular training for members of the school staff in managing asthma.

Members of school staff have a responsibility to:

- Read and understand the Asthma Policy.
- Know which pupils they come into contact with have asthma.

- Know what to do in the event of an asthma attack (as outlined in sections 6 and 7).
- Allow pupils with asthma immediate access to their reliever inhaler.
- Inform parents/carers if their child has had an asthma attack.
- Inform parents/carers 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.
- Make contact with parents/carers, the school nurse and special educational needs coordinators (SENCOs) if a child is falling behind with their school work because of their asthma.

Members of staff leading PE lessons 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 (in general, 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 warm downs.

The school nurse has a responsibility to:

- Advise the school if they require further advice regarding training in managing asthma.
- Provide regular training for members of school staff in managing asthma.
- Provide information about where the school can procure specialist asthma training.

Pupils with asthma have a responsibility to:

- Tell their teacher or parent/carer if they are feeling unwell.
- Treat asthma medicines with respect.
- 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.

- Let any pupil having an asthma attack take their reliever inhaler (usually blue) and ensure that a member of staff is assisting (a child would only carry an inhaler independently if this was risk assessed and detailed within their IHCP).

Parents/carers have a responsibility to:

- Inform the school if their child has asthma.
- Ensure the school has a complete and up-to-date medical information for their child, including an asthma card when appropriate.
- Ensure their child has a written IHCP to help them manage the child's condition; this would be completed in school with the First Aid Lead. If the IHCP states the necessity, parents/carers must ensure that the school is provided with a labelled spare reliever inhaler, in case their child's inhaler runs out, is lost or forgotten.
- 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. For example, 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 and that new ones are provided before their school-retained inhalers run out.
- 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 (every six to twelve months).

3. Asthma medicines

In most instances' inhalers are given to the school to be looked after. Reliever inhalers kept in the school's charge are held in the first aid room in a designated storage area. Children will only keep inhalers with the permission of the parent, the first aid lead, the head teacher and upon medical advice.

Parents will be required to label their child's inhaler with the child's full name and year group. Parents will try to 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. 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.

This policy is predominantly for the use of reliever inhalers. The use of preventer inhalers is very rarely required at school. In the instance of a preventer inhaler being necessary, staff members may need to remind pupils to bring them in or remind the pupil to take the inhaler before coming to school.

4. Emergency inhaler

Berkswich CE Primary keeps a spare salbutamol inhaler for use in emergencies when a pupil's own inhaler is not available. These are kept in 'emergency asthma kits'.

Emergency asthma kits contain the following:

- A salbutamol metered dose inhaler
- A plastic spacer
- 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 is kept within the main school administration of medicines record folder)

Parental consent for the use of an emergency inhaler should form part of any pupil with asthma's individual healthcare plan.

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; however, in the case of a medical emergency, as determined by a first aider, a salbutamol/Ventolin (reliever) inhaler may be used by any pupil.

When not in use, emergency inhalers are stored in the medical room in the temperate conditions specified in the manufacturer's instructions, out of reach and sight of pupils.

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

Spacers must not be reused and may be given to the pupil for future home-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 be recorded in the school's record of administered medication (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 first aid lead is responsible for overseeing the protocol for the use of the emergency inhaler, monitoring its implementation, and maintaining the Asthma Register.

The first aid lead is responsible for:

- Checking that inhalers and spacers are present and in working order, with a sufficient number of doses, on a monthly 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

5. 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'.

6. What to do when a child has an asthma attack

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.

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.

7. Record keeping

- At the beginning of each school year, or when a child joins Berkswich CE Primary, parents/carers are asked to inform the school if their child has any medical conditions, including asthma, on their enrolment form.
- The school keeps a record of all pupils with medical needs, including asthma, complete with medication requirements.
- Parents must inform the school of any changes to their child's condition or medication during the school year via an Asthma Policy Information Slip (see appendix)
- All emergency situations will be recorded, and staff practice evaluated, in line with the First Aid Policy.

8. 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 suppliers of sports clubs and activities are provided with information about pupils with asthma taking part in the activity via the school's IHCPs.
- 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 the class grab bag at the site of the activity.
- Classroom teachers will follow the same guidelines as above during physical activities in the classroom.

9. Out-of-hours sport

- Berkswich CE Primary believes sport to be of great importance and utilises 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.

10. The school environment

- Berkswich CE Primary 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 art or science lessons 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.

11. 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 nurse and 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.

12. Monitoring and review

- The effectiveness of this policy will be monitored continually by the headteacher. Any necessary amendments may be made immediately.
- The governing board will review this policy bi-annually or sooner in the light of new medical advice.

Appendix 1 – Letter to Parents

Date:.....

Dear Parent,

Your child has had problems with his/her asthma/breathing today. This has required the use of their relief medication/the school emergency inhaler*.

You are strongly advised to have your child seen by your doctor, especially if your child is not known to be asthmatic, as soon as possible.

Yours sincerely,

Headteacher

*Delete as appropriate.

Appendix 2 – Asthma Policy Information Slip

Berkswich CE Primary keeps a record of pupils with asthma in order to ensure the best possible care for your child. In order for us to maintain effective records on our asthmatic children, please enter information as requested below:

Child's name:

Date of birth:

Class:

Doctor:

Type of inhaler:

Dosage required:
(how many puffs)

I would also ask that you give us your permission to administer emergency treatment as indicated below by signing the section at the bottom of the letter.

At Berkswich CE Primary we keep a Ventolin Inhaler (Salbutamol) and a spacer device which is available in emergency situations. We are able to provide these to children who have forgotten their inhaler or are undergoing a severe attack, where the spacer may be more effective in administration.

I hereby allow Berkswich CE Primary to administer emergency treatment as indicated above:

Signature of parent/guardian:

Date: