



## Ashton St. Peter's Church of England VA Primary School

### Asthma Policy

Ratified October 2017

Update October 2018

**The Governors of Ashton St. Peter's Church of England VA Primary School have agreed and adopted the Local Authority's document 'Bedfordshire Asthma Friendly Schools: A school guide for the care of children and young people with asthma'.**

#### Introduction

Asthma is a long-term condition that affects your airways - the tubes that carry air in and out of your lungs. You could say that someone with asthma has 'sensitive' airways that are inflamed and ready to react when they come into contact with something they don't like.

Asthma tends to run in families, especially when there's also a history of allergies and/or smoking. When a person with asthma comes into contact with something that irritates their sensitive airways even more (an asthma trigger), it causes their body to react in three ways:

1. the muscles around the walls of the airways tighten so that the airways become narrower
2. the lining of the airways becomes inflamed and starts to swell
3. sticky mucus or phlegm sometimes builds up, which can narrow the airways even more.

These reactions cause the airways to become narrower and irritated - making it difficult to breathe and leading to asthma symptoms, such as chest tightness, wheezing, or coughing.

In the UK, around 5.4 million people are currently receiving treatment for asthma. That's one in every 12 adults and **one in every 11 children**. Asthma affects more boys than girls. Asthma in adults is more common in women than men. Asthma can sometimes be defined as a type, such as 'occupational'. Approximately five per cent of people with asthma have severe asthma.

**Having asthma has implications for a child's schooling and learning.** Appropriate asthma care is necessary for the child's immediate safety, long-term well-being, and optimal academic performance. Whilst some older children may be fully independent with their condition younger children, children with learning difficulties or those newly diagnosed are likely to need support and assistance from school staff during the school day, to help them to manage their asthma in the absence of their parents/carers.

The 2010 Children, Schools and Families Act and the Children and Families Act 2014 introduce a legal duty on schools to look after children with medical conditions. This is inclusive of children with asthma and it is therefore essential that all school staff and those who support younger children have an awareness of this medical condition and the needs of pupils during the school day.

## Purpose of this document

This policy sets out how we, as a school, support students with asthma. We work closely with students, parents/carers and health colleagues to ensure we have robust procedures in place to support asthma management.

This policy reflects the requirements of key legislation (appendix 1- Legislation) and in particular two key documents:

1. Supporting pupils at school with medical conditions (2014)<sup>1</sup>
2. Guidance on the use of emergency salbutamol inhalers in schools (2015)<sup>2</sup>

To enable schools to effectively manage children and young people with asthma in a school setting and be an Asthma Friendly School:

- The school should have an up to date asthma policy that is self-audited regularly.
- The school should have two designated asthma leads.
- The school will maintain a register of children and young people with asthma that will be shared with school, staff and the School Nursing Service.
- Every child with asthma should have personal asthma plan (where required), from their doctor or specialist healthcare professional, which is shared with school, staff and School Nursing Service.
- There will be whole school training around asthma, signs and symptoms and what to do in an emergency as part of medicines management training.
- Children and young people should have easy access to their inhalers and spacers. These may be kept by the child, in the classroom or in the main office as deemed appropriate by the child, parent/carer and school.

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1 Department of Health (2014) Supporting Pupils at school with medical conditions available at <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions>—3

2 Department of health (2015) Guidance on the use of emergency salbutamol inhalers in schools [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/416468/emergency\\_inhalers\\_in\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf)

## **Asthma Friendly School Statement**

We are an asthma friendly school and have audited our school practices and procedures in line with the recommendations in this policy. This means we advocate inclusion, are clear on our procedures and have designated Asthma Leads to ensure these are adhered to.

We welcome parents/carers' and students' views on how we can continue to improve and build upon our standards.

The school recognises that asthma is a prevalent, serious but manageable condition and we welcome all students with asthma.

We ensure all staff are aware of their duty of care to students. We have a 'whole school' approach to regular training so staff are confident in carrying out their duty of care, and students know what to do if a child with asthma feels unwell.

### **Our two School Designated Asthma Leads are:**

Mrs Margaret Tait	Role: Medical Officer and First Aider in the Workplace
Mrs Jackie Neale	Role: Classroom Assistant and First Aider in the Workplace

Designated asthma leads ensure procedures are followed and a 'whole school' approach to training is delivered.

### **Review Procedures**

We commit to auditing our procedures yearly and publishing our annually reviewed Asthma Policy on our school website

The School's policy will be reviewed when:

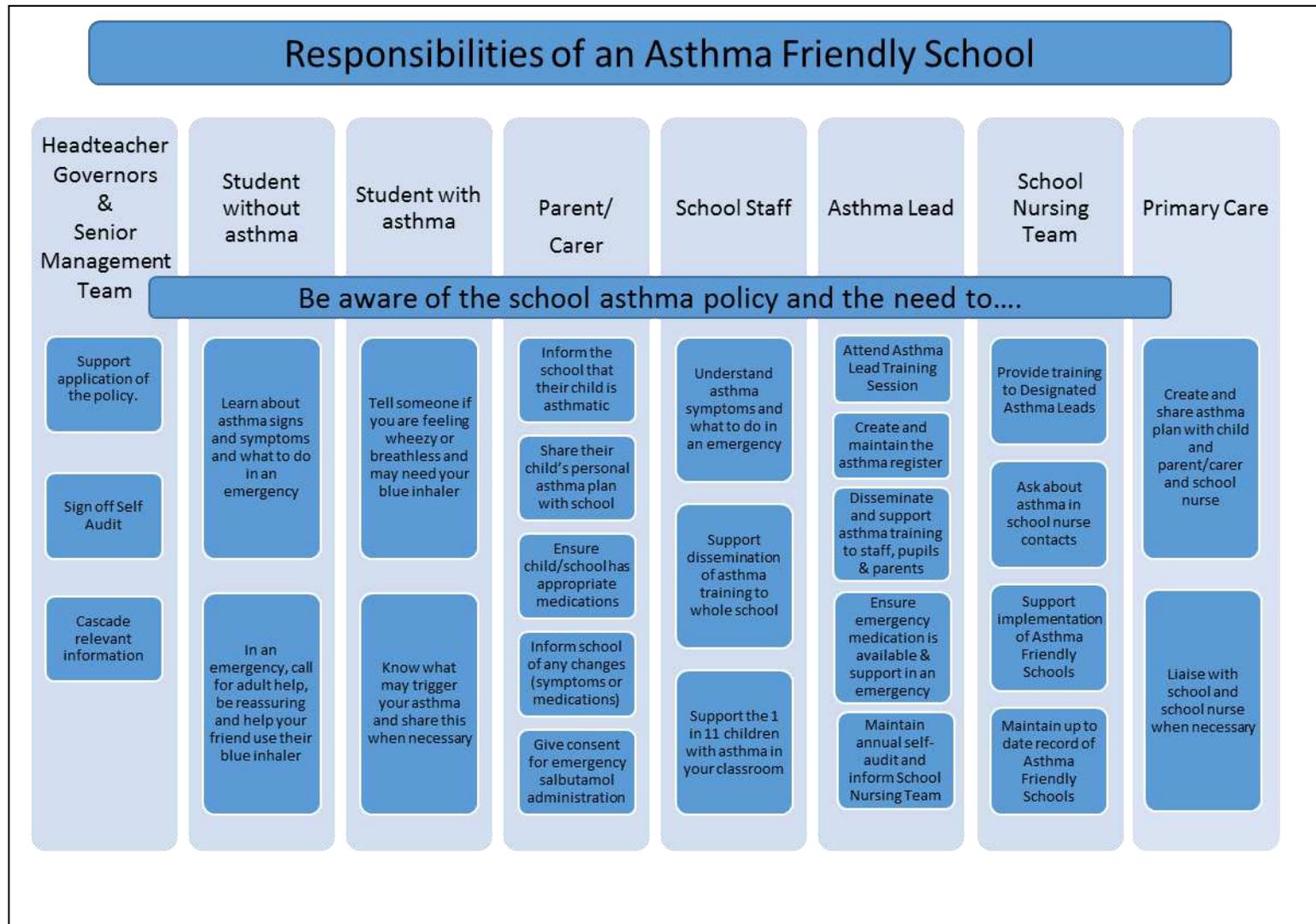
- Annually in October 2018
- The School wishes to review the policy
- If amendments are required by the LA

Ratified by:

Date: October 2017

Chair of Governors

# Summary of Asthma Friendly School Policy





## Appendix 3 - Specimen letter (emergency inhaler used)

To inform parents of emergency salbutamol inhaler use



Ashton St Peter's Church Of England VA Primary School

Child's name: .....

Class: .....

Date: .....

Dear .....

This letter is to formally notify you that.....has had problems with their breathing today.

This happened when.....

They did not have their own asthma inhaler with them, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given ..... puffs.

Although they soon felt better, we would strongly advise that your child is seen by their own doctor as soon as possible.

Please can you ensure your child brings in a working in-date inhaler and spacer for use in school both should be clearly labelled with your child's name and date of birth.

Kind Regards

Shirley McGinty  
Headteacher

## Appendix 4 - Specimen letter (increased inhaler use)

To inform parents/carers of pupil increased inhaler use (3X more than stated on personal asthma plan)



Ashton St Peter's Church Of England VA Primary School

Child's name: .....

Class: .....

Date:.....

Dear .....

..... has required their reliever inhaler on the following occasions this week.

Mon (date) – state am or pm or both	<input type="checkbox"/>
Tues (date) – state am or pm or both	<input type="checkbox"/>
Wed (date) – state am or pm or both	<input type="checkbox"/>
Thurs (date) – state am or pm or both	<input type="checkbox"/>
Fri(date) – state am or pm or both	<input type="checkbox"/>

We have been advised to inform you of this in line with our asthma policy as you may wish to take your child to see their GP or practice nurse for a review.

Kind Regards

Shirley McGinty  
Headteacher

## Appendix 5 - Specimen letter (refusal to use inhaler/spacer)

*( A telephone call maybe more appropriate)*

To inform parent of student refusal to use inhaler or spacer



Ashton St Peter's Church Of England VA Primary School

Child's name: .....

Class: .....

Date: .....

Dear .....

We have been advised to inform you that ..... has declined to use their inhaler today.

We have been advised to inform you of this in line with our asthma policy as you may wish to discuss this with your child.

Kind Regards

Shirley McGinty  
Headteacher



## Appendix 7 – Parent Asthma Letter

Dear Parent/Guardian

We are currently reviewing our asthma policy and would kindly ask you to up-date the information regarding your child so we can ensure our school records are accurate.

As part of our work to review our asthma policy we will have an Emergency inhaler on site. This is a precautionary measure. You still need to provide your child with their own inhaler and spacer as prescribed. If you **do not** wish for us to use the schools inhaler in an emergency, please fill in the details below and return to school as soon as possible.

Please note that everyone with asthma should use a spacer with their inhaler in order to deliver maximum benefit to the lungs. If your child does not have a spacer or has not had an asthma review in the past 12 months, please book an appointment with your GP as soon as possible.

Please complete the information below and return to school as soon as possible.

Thank you for your time in this important matter.

Kind Regards

Shirley McGinty  
Headteacher

1. I can confirm that my child has been diagnosed with asthma
2. I can confirm my child has been prescribed an inhaler
3. My child has a working, in-date inhaler, and Spacer clearly labelled with their name, which they will bring with them to school every day.
4. I will have provided the school with a spare inhaler and spacer
5. Please tick if you **DO NOT** wish the school to use the schools inhaler in an emergency

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

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

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

Child's name: \_\_\_\_\_

Class: \_\_\_\_\_

## Appendix 8 – Self Audit Checklist



Ashton St Peter's Church Of England VA Primary School

Asthma Leads: Mrs Margaret Tait and Mrs Jackie Neale

Date of Audit:

Date of Follow up:

<b>Bedfordshire Asthma Friendly School Checklist</b>			
<b>Action</b>	<b>Details</b>	<b>Yes/No</b>	<b>Action required</b>
<p><b>1</b></p> <p><b>Policy</b></p> <p><b>School's policy should be available to view. All staff should be aware of where it is kept.</b></p>	<p>Policy reviewed by SMT and Chair of Governors.</p> <p>Amended the Template policy to reflect internal procedures. All staff and parents are aware of the policy.</p> <p>Policy on School Website.</p> <p>Date for review.</p> <p>Named contact that has responsibility for review of policy.</p> <p>Asthma Leads are easily identified by staff members.</p>		
<p><b>2</b></p> <p><b>Asthma Register</b></p>	<p>Register Should clearly state name and DOB of student and if parents/carers have opted out to administer emergency inhaler.</p> <p>Ensure register is updated regularly with new/newly diagnosed students.</p> <p>Register to be readily displayed/available to all school staff.</p>		

<p><b>3</b></p> <p><b>Emergency Kits/Procedures</b></p>	<p>Emergency Kit conveniently located at key points throughout the school.</p> <p>Staff aware of where these are, have easy access to kits and know what to do in an emergency.</p> <p>Emergency Kit for off - site activities/evacuation of building.</p> <p>Emergency kits contain checklist and clear procedures on monitoring use and contents.</p> <p>Parents are informed promptly if emergency kit is required and advised to take child for review</p>		
<b>Action</b>	<b>Details</b>	<b>Yes/No</b>	<b>Action required</b>
<p><b>4</b></p> <p><b>Individual Health Care Plan (IHCP)</b></p> <p><b>Recording use of students' medications</b></p> <p><b>Students who self-manage</b></p> <p><b>Storage of inhalers/spacers</b></p>	<p>Students have a care plan prepared by GP/healthcare professional and it is easily located in school.</p> <p>Students have access to their inhaler.</p> <p>Records kept of medication usage and parents informed promptly of any incidents/usage outside of care plan.</p> <p>Students should be encouraged to self-manage their condition where appropriate. Where students self-manage a spare inhaler and spacer must be kept in school.</p> <p>Asthma medication and spacer is clearly labelled and stored in a cool location.</p> <p>Expiry dates are checked regularly by staff and replaced when required.</p> <p>Inhaler is administered via a spacer.</p> <p>Spacers are washed in accordance with the policy.</p>		

<p><b>5</b></p> <p><b>Whole School Training</b></p>	<p>Asthma training should be taken up by school staff annually, as part of medicines management training.</p> <p>Asthma support is planned for the whole school community/pupils by the designated Asthma Leads.</p>	<p>Yes</p> <p>Yes</p>	
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## Appendix 9 - The Emergency Kit Checklist:

An emergency asthma inhaler kit should include:

	Yes	No	Checked by/date
A salbutamol metered dose inhaler			
Once used the spacer should be washed in accordance with the guidance, in warm soapy water and leave to air dry for 15 minutes.			
Instructions on using the inhaler and spacer/plastic chamber;			
Instructions on cleaning and storing the inhaler			
Manufacturer's information;			
A checklist of inhalers, identified by their batch number and expiry date, with monthly checks recorded;			
A note of the arrangements for replacing the inhaler and spacers			
A list of children permitted to use the emergency inhaler as detailed in their individual healthcare plans (asthma register with consent recorded)			
A record of administration (i.e. when the inhaler has been used).			
Pen			
Asthma Leads Details			
1.			
2.			

## You're having an asthma attack if any of the following happens:

- ❖ Your reliever isn't helping or lasting over four hours
- ❖ Your symptoms are getting worse (cough, breathlessness, wheeze or tight chest)
  - ❖ You're too breathless or it's difficult to speak, eat or sleep
- ❖ Your breathing is getting faster and it feels like you can't get your breath in properly

### What to do in an asthma attack

- 1 **Sit up** – don't lie down. Try to keep calm.
- 2 **Take one puff of your reliever inhaler** (usually blue) every 30-60 seconds, up to a maximum of 10 puffs.
- 3 **If you feel worse** at any point while you're using your inhaler OR you don't feel better after 10 puffs OR you're worried at any time, **call 999 for an ambulance**.
- 4 **If the ambulance is taking longer than 15 minutes** you can repeat step 2.

**IMPORTANT!** This asthma attack information is not designed for people using a SMART or MART medicine plan. Speak to your GP or asthma nurse to get the correct asthma attack information for them.



**Any asthma questions or concerns?**  
Speak to our expert Helpline nurses,  
Monday to Friday from 9am to 5pm

**0300 222 5800**  
[www.asthma.org.uk](http://www.asthma.org.uk)



If you go to A&E (Accident and Emergency) or are admitted to hospital, if possible take your [written asthma action plan](#) with you so staff can see details of your asthma medicines.

# Useful resources:

## Where to find more information online

### Legislation

[http://www.legislation.gov.uk/ukpga/2010/26/pdfs/ukpga\\_20100026\\_en.pdf](http://www.legislation.gov.uk/ukpga/2010/26/pdfs/ukpga_20100026_en.pdf)

[http://www.legislation.gov.uk/ukpga/2014/6/pdfs/ukpga\\_20140006\\_en.pdf](http://www.legislation.gov.uk/ukpga/2014/6/pdfs/ukpga_20140006_en.pdf)

### Department for Education Guidance

Emergency asthma inhalers in schools

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/416468/emergency\\_inhalers\\_in\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf)

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

### Bedfordshire School Nursing Service

<http://www.sept.nhs.uk/schoolnursingbeds>

**Asthma UK** For more information and training:

<https://www.asthma.org.uk/>