



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

### **Asthma Policy**

Ratified April 2026

Update April 2027

**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 the airways — the tubes that carry air in and out of the lungs. People with asthma have airways that are inflamed and more sensitive to triggers. When exposed to a trigger, the airways may:

- tighten as the muscles around them contract
- become inflamed and swollen
- produce excess mucus

These changes narrow the airways, making breathing difficult and causing symptoms such as wheezing, coughing, chest tightness or breathlessness.

Asthma affects around 5.4 million people in the UK, including one in every 11 children. It is more common in boys during childhood and more common in women during adulthood. Approximately 5% of people with asthma have severe asthma.

Asthma can significantly affect a child's schooling and learning. Appropriate asthma care is essential for safety, wellbeing and academic participation. While some older children may manage their asthma independently, younger children, those newly diagnosed, or those with additional needs may require support from school staff.

The Children, Schools and Families Act (2010) and the Children and Families Act (2014) place a legal duty on schools to support children with medical conditions, including asthma. It is therefore essential that all staff understand asthma 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 sets out how we support pupils with asthma. We work closely with pupils, parents/carers and health professionals to ensure robust procedures for asthma management.

This policy reflects the requirements of key legislation (Appendix 1) and incorporates the following guidance:

- *Supporting Pupils at School with Medical Conditions* (DfE, 2014)
- *Guidance on the Use of Emergency Salbutamol Inhalers in Schools* (2015)
- DfE draft statutory guidance on Supporting Pupils with Medical Conditions & Allergies (2026–2027)
- NHS England Asthma Friendly Schools Standards (2025–2026)
- Updated NICE/BTS/SIGN asthma management guidance (2024–2026)

To effectively manage asthma and maintain Asthma Friendly School status, the school will:

- Maintain an up-to-date asthma policy and complete annual self-audit
- Have two designated asthma leads, in line with NHS England standards
- Maintain a register of pupils with asthma, shared with staff and the School Nursing Service
- Ensure every pupil with asthma has a Personalised Asthma Action Plan (PAAP) where required
- Ensure all staff receive regular asthma and emergency response training, including inhaler technique
- Ensure pupils have immediate access to their inhalers and spacers, stored in accessible classroom bags
- Ensure compliance with DfE 2026–2027 requirements, including allergy awareness and emergency procedures

## **Asthma Friendly School Statement**

We are an Asthma Friendly School and have audited our practices in line with local and national recommendations. This means:

- We promote inclusion and ensure pupils with asthma can fully participate in school life
- We have clear, consistent procedures for asthma management
- All staff receive basic asthma training and understand their duty of care
- Pupils know what to do if they or a peer with asthma feel unwell
- We welcome feedback from parents/carers and pupils to continually improve our provision

The school recognises asthma as a prevalent, serious but manageable condition and welcomes all pupils with asthma.

## **Responsibilities**

### **Designated Asthma Leads**



Our school's designated asthma leads are: Mrs Verity Edwards and Mrs Jackie Neale.

In line with NHS England and DfE expectations, the asthma leads will:

- Maintain the asthma register and ensure annual review
- Ensure PAAPs are updated annually or after any medication change
- Oversee storage, monitoring and expiry checks of emergency salbutamol inhalers
- Ensure staff complete required asthma and allergy training
- Liaise with the School Nursing Service and external health professionals
- Ensure pupils have access to inhalers during all activities, including trips and PE

### **All Staff**

All staff must:

- Be aware of pupils with asthma and their PAAPs
- Know how to recognise asthma symptoms and respond in an emergency
- Ensure pupils have access to inhalers at all times
- Follow the school's emergency asthma procedure
- Attend regular asthma training as part of medicines management

### **Emergency Salbutamol Inhaler Use**

In line with Department of Health and NHS England guidance:

- The school will maintain at least one emergency salbutamol inhaler and spacer
- Emergency inhalers may only be used for pupils with written parental consent
- Staff will follow the emergency protocol, including:
  - Administering 2 puffs of reliever, repeating up to 10 puffs
  - Calling 999 if symptoms do not improve
  - Recording and reporting the incident
  - Informing parents/carers and the School Nursing Service

### **Review Procedures**

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

The policy will be reviewed:

- Annually
- When the school wishes to review the policy
- If amendments are required by the Local Authority



- Following updates to national asthma or allergy guidance (added 2027)

Ratified by: *David Bower*

Date: April 2026

Headteacher



# Summary of Asthma Friendly School Policy





more than stated on their care plan. For example, some students will use their inhaler routinely before PE.

**Please be aware of those students who carry their own inhaler and self-medicate.**



### 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



David Bower  
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
- Tues (date) – state am or pm or both
- Wed (date) – state am or pm or both
- Thurs (date) – state am or pm or both



Fri(date) – state am or pm or both

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

David Bower  
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

David Bower  
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

David Bower  
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 if the school has not been given one to hold for them.
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:

### Bedfordshire Asthma Friendly School Checklist

Action	Details	Yes/No	Action required
<b>1</b> <b>Policy</b> <b>School's policy should be available to view. All staff should be aware of where it is kept.</b>	Policy reviewed by SMT and Chair of Governors.  Amended the Template policy to reflect internal procedures. All staff and parents are aware of the policy.  Policy on School Website.  Date for review.  Named contact that has responsibility for review of policy.  Asthma Leads are easily identified by staff members.		



<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>		
<p><b>Action</b></p>	<p><b>Details</b></p>	<p><b>Yes/No</b></p>	<p><b>Action required</b></p>



<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>	



## 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.			





## Appendix 10 – Sample Poster

# 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)

asthma  
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/>