



# **Sandiway Primary School**

## **Asthma Policy**



Reviewed by: Local Academy Board

This Policy was agreed in: January 2022. It will be reviewed in January 2023

### **Our Mission Statement**

Together, at Sandiway Primary School, we welcome, nurture and enthuse a love of learning and success in all. Within a safe and supportive environment, we encourage confidence and independence. We inspire children to thrive through memorable and aspirational experiences that envelop the whole child.

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## **HOW TO RECOGNISE AN ASTHMA ATTACK**

The signs of an asthma attack are :

- Persistent cough (when at rest)
- A wheezing sound coming from the chest (when at rest)
- Difficulty breathing (the child could be breathing fast and with effort, using all accessory muscles in the upper body)
- Nasal flaring

- Unable to talk or complete sentences. Some children will go very quiet.
- May try to tell you that their chest 'feels tight' (younger children may express this as tummy ache)

## **CALL AN AMBULANCE IMMEDIATELY AND COMMENCE THE ASTHMA ATTACK PROCEDURE WITHOUT DELAY IF THE CHILD;**

- Appears exhausted
- Has a blue/white tinge around lips
- Is going blue
- Has collapsed

### **WHAT TO DO IN THE EVENT OF AN ASTHMA ATTACK**

- Keep calm and reassure the child • Encourage the child to sit up and slightly forward
- Use the child's own inhaler – if not available, use the emergency inhaler
- Ring 999 if you do not have parental permission to administer the emergency inhaler
- Remain with the child while the inhaler and spacer are brought to them
- Immediately help the child to take two puffs of salbutamol via the spacer
- If there is no immediate improvement, continue to give two puffs at a time every two minutes, up to a maximum of 10 puffs
- Stay calm and reassure the child. Stay with the child until they feel better. The child can return to school activities when they feel better
- If the child does not feel better or you are worried at ANYTIME before you have reached 10 puffs, **CALL 999 FOR AN AMBULANCE**
- If an ambulance does not arrive in 10 minutes give another 10 puffs in the same way

## **Background**

This policy has been written with advice from the Department for Education & Skills, Asthma UK, the local education authority, local healthcare professionals, the school health service, parents/carers, the governing body and pupils.

This school recognises that asthma is a widespread, serious but controllable condition affecting many pupils at the school. The school positively welcomes all pupils with asthma and encourages pupils with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, their employers (the local education authority) and pupils. Supply teachers and new staff are also made aware of the policy. All staff who come into contact with pupils with asthma are provided with information and guidance. All staff members receive first aid training on asthma.

## **Asthma Medicines**

Immediate access to reliever medicines is essential. Pupils with asthma are encouraged to carry their reliever inhaler as soon as the parent/carer, doctor or asthma nurse agree they are mature enough.

- Pupil's inhalers are stored in the First Aid cupboard, in their classroom.
- All inhalers must be labelled with the child's name by the parent/carer.
- School staff are not required to administer asthma medicines to pupils (except in an emergency), however all teaching staff are first aiders at this school and are able to do this.
- School staff who agree to administer medicines are insured through the SJB CMAT when acting in agreement with this policy.
- All school staff will let pupils take their own medicines when they need to.

## **3. Record keeping**

At the beginning of each school year or when a child joins the school, parents/carers are asked if their child has any medical conditions including asthma on their enrolment form.

- All parents/carers of children with asthma are consequently sent a medical consent form and asked to complete and return to the School Office an Individual Health Care Plan (see medical needs policy).
- Using the above information, the school maintains a register of medical needs, which includes details of pupils diagnosed with asthma, and is available to all school staff. This is displayed digitally on Teams, displayed in the whole school Medical File, in side Classroom First Aid cupboards and inside each class register.
- A request to update medical needs are then sent to parents/carers of children with asthma on an annual basis to update. Parents/carers are also asked to update or exchange the form for a new one if their child's medicines, or how much they take, changes during the year.

## **4. Exercise and activity – PE, swimming and games**

Taking part in sports, games and activities is an essential part of school life for all pupils. All teachers know which children in their class have asthma and all PE teachers at the school are aware of which pupils have asthma from the school's medical needs register.

- Pupils with asthma are encouraged to participate fully in all PE lessons. PE teachers will remind pupils whose asthma is triggered by exercise to take their reliever inhaler before the lesson, and to thoroughly warm up and down before and after the lesson.

- It is agreed with PE staff that, where necessary, each pupil's inhaler will be labelled and kept in a School Asthma Bag at the site of the lesson. If a pupil needs to use their inhaler during a lesson they will be encouraged to do so.
- Classroom teachers follow the same principles as described above for games and activities involving physical activity.

## **5. Out-of-hours sport**

There has been a large emphasis in recent years on increasing the number of children and young people involved in exercise and sport in and outside of school. The health benefits of exercise are well documented and this is also true for children and young people with asthma. As a school, we recognise the importance of this and involve pupils with asthma as much as possible in after school clubs. PE teachers, classroom teachers and out-of-hours school sport coaches are aware of the potential triggers for pupils with asthma when exercising, tips to minimise these triggers and what to do in the event of an asthma attack. All staff and sports coaches are provided with appropriate advice and guidance.

## **6. School Environment**

The school does all that it can to ensure the school environment is favourable to pupils with asthma.

- Although the school does keep some small animals, handling is supervised and children with asthma or allergies are kept at a safe distance. Handwashing and sanitising of all areas is undertaken after handling. The school has a definitive no-smoking policy.
- As far as possible the school does not use chemicals in science and art lessons that are potential triggers for pupils with asthma.
- Pupils with asthma are encouraged to leave the room and go to the School Office, if particular fumes trigger their asthma.

## **7. Making the School Asthma-Friendly**

The school ensures that all pupils understand asthma through information displayed on posters around school.

## **8. Regular Absence From School Due To Asthma**

If a pupil is missing a lot of time at school or is regularly tired because their asthma is disturbing their sleep at night, the class teacher will initially talk to the parents/carers to work out how to prevent their child from falling behind. If appropriate, the teacher will then talk to the Head Teacher and/or special education needs coordinator about the pupil's needs.

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

## **9. Asthma Attacks**

All staff who come into contact with pupils with asthma know what to do in the event of an asthma attack. In the event of an asthma attack the school follows the procedure outlined by Asthma UK. This procedure is visibly displayed in the staffroom and every classroom (see appendix 3).

## **10. Spare Emergency Kit Inhalers**

- Spare inhalers with spacers are kept in the School First Aid Cupboard, outside the staffroom, in case a child or member of staff requires an inhaler, but does not have theirs with them.
- Emergency Inhalers should be clearly labelled to avoid confusion with a child's inhaler.

- A Spare inhaler is to be taken on activities that take place off site as part of the First Aid kit.
- Mrs Tucker and class TAs are responsible for checking on a monthly basis that the emergency inhalers and spacers are present, in date and in working order. She will ensure that replacement inhalers are obtained when the expiry dates approach.
- A child may be prescribed an inhaler for their asthma which contains an alternative reliever medication to salbutamol (such as terbutaline). The salbutamol inhaler should still be used by these children if their own inhaler is not accessible – it will still help to relieve their asthma and could save their life.

## **11. Associated Policies and Other Documentation**

- Videos on how to administer an inhaler (shared during staff training)
- Supporting Pupils at School with Medical Conditions
- Guidance on the use of emergency salbutamol inhalers in schools
- Asthma awareness in schools guidance (Asthma UK)
- <https://www.supportingchildrenshealth.org/asthma-module/>
- SJB CMAT Health and Safety Policy
- Appendix 1 – Accompanying letter

Dear Parent/Carer

Re: Medication Consent Form

Thank you for informing us of your child's asthma on his/her registration form or Health Care Plan.

As part of accepted good practice and with advice from the Department for Education, Asthma UK and the school's governing bodies, our school has recently established a new School Asthma Policy for use by all staff. As part of this policy, we are asking all parents and carers of children with asthma to help us by completing a school Asthma Card and Administration of an Emergency Inhaler consent form for their child.

Please complete and return these to the School Office. next week. The completed form will store helpful details about your child's current medicines, triggers, individual symptoms and emergency contact numbers. The form will help school staff to better understand your child's individual condition too. Please ensure the school is kept informed about changes to your child's medication, including how much they take and when. If you would like to discuss this further, please don't hesitate to contact me on 01606 883298 or via email [stucker@sandiway.cheshire.sch.uk](mailto:stucker@sandiway.cheshire.sch.uk)

I look forward to receiving your child's completed Asthma card.

Many thanks for your continued support.

Yours sincerely

Mrs Sharon Tucker, Medical Co-ordinator, Sandiway Primary School

# School Asthma Card

To be filled in by the parent/carer

Child's name

Date of birth

Address

Parent/carer's name

Telephone - home

Telephone - mobile

Email

Doctor/nurse's name

Doctor/nurse's telephone

This card is for your child's school. **Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes during the year.** Medicines and spacers should be clearly labelled with your child's name and kept in agreement with the school's policy.

## Reliever treatment when needed

For shortness of breath, sudden tightness in the chest, wheeze or cough, help or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

Medicine	Parent/carer's signature
<input type="text"/>	<input type="text"/>

If the school holds a central reliever inhaler and spacer for use in emergencies, I give permission for my child to use this.

Parent/carer's signature  Date

## Expiry dates of medicines

Medicine	Expiry	Date checked	Parent/carer's signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Parent/carer's signature  Date

What signs can indicate that your child is having an asthma attack?

Does your child tell you when he/she needs medicine?

☐ Yes ☐ No

Does your child need help taking his/her asthma medicines?

☐ Yes ☐ No

What are your child's triggers (things that make their asthma worse)?

- ☐ Pollen ☐ Stress  
☐ Exercise ☐ Weather  
☐ Cold/flu ☐ Air pollution

If other please list

Does your child need to take any other asthma medicines while in the school's care?

☐ Yes ☐ No

If yes please describe

Medicine	How much and when taken
<input type="text"/>	<input type="text"/>

## Dates card checked

Date	Name	Job title	Signature / Stamp
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To be completed by the GP practice

## What to do if a child is having an asthma attack

- 1 Help them sit up straight and keep calm.
- 2 Help them take one puff of their reliever inhaler (usually blue) every 30-60 seconds, up to a maximum of 10 puffs.
- 3 Call 999 for an ambulance if:
  - their symptoms get worse while they're using their inhaler - this could be a cough, breathlessness, wheeze, tight chest or sometimes a child will say they have a 'tummy ache'
  - they don't feel better after 10 puffs
  - you're worried at any time.
- 4 You can repeat step 2 if the ambulance is taking longer than 15 minutes.



**Any asthma questions?**

Call our friendly helpline nurses

**0300 222 5800**

(Monday-Friday, 9am-5pm)

[www.asthma.org.uk](http://www.asthma.org.uk)

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Asthma card

# Individual Health Care Plan- Sandiway Primary School

Name of school/setting

SANDIWAY PRIMARY SCHOOL

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

## Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

## Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing  
support in school

HEAD TEACHER & DESIGNATED STAFF

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-  
indications, administered by/self-administered with/without supervision

Daily care requirements



Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

SEE ATTACHED SHEET

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

SCHOOL STAFF

Plan developed with:

S.TUCKER MEDICAL CO-ORDINATOR

Staff training needed/undertaken – who, what, when

Form shared with;

Head Teacher:	Date
Medical Co-ordinator:	Date
Class Teacher:	Date
T.A:	Date
Catering Manager:	Date
The Club Staff:	Date

Signed by \_\_\_\_\_Parent/Carer

Date \_\_\_\_\_