

# Asthma School Policy



**Scientia Academy  
September 2021**

**LGB – to review September  
2021**

**Review date Annually or as  
required**

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## Statement of Intent

### Scientia Academy:

- 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 Body, members of school staff, parents, pupils and outside agencies, to ensure the best educational outcomes possible for pupils with asthma.

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Signed by:

\_\_\_\_\_ Headteacher

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

\_\_\_\_\_ Chair of Governors

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

Review date: \_\_\_\_\_

## 1. Background

This policy has been created with regard to the following DfE guidance:

- 'Supporting pupils at school with medical conditions' December 2015.
- 'Guidance on the use of emergency salbutamol inhalers in schools' March 2015.

This policy has also been created in consultation with Parents / Carers, the Governing Body, School Nursing Team and with regard to additional guidance from Asthma UK and healthcare professionals.

This policy enables pupils with asthma to manage their condition effectively in school and provides clear procedures to help ensure their safety and wellbeing.

This policy also encourages and assists pupils with asthma in achieving their full potential in all aspects of school life.

## 2. Key Roles and Responsibilities

The Governing Body 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:

- Create and implement the Asthma Policy with the help of school staff, school nursing team and the Governing Body.
- 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.
- Arrange for all members of staff to receive training on: how to recognise the symptoms of an asthma attack; how to distinguish asthma attacks

from other conditions with similar symptoms; how to deal with an asthma attack; how to check if a child is on the Asthma Register (Appendix 1); how to access the emergency inhalers; who the designated members of staff are and how to achieve their help.

- 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 Asthma Register to a designated member of staff.
- Report to the Governing Body as necessary.

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.
- Ensure pupils with asthma have their medication with them on school trips and during activities outside of the classroom.
- Are to ensure the class medication box is taken out at playtimes and is available in the medical room over lunchtime in case the pupil needs their asthma medication.
- 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 and our SENCO 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 can 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 (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 enough warm ups and warm downs.

The School Office has a responsibility to:

- Assist in the creation of the Asthma Policy.
- Provide information to the Headteacher about where the school can procure specialist asthma training.
- 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.
- Will ensure the Asthma register is kept up to date.
- Will ensure that teachers and support staff are aware who has asthma, insuring all correct paperwork has been completed from parents.
- Will ensure that asthma records are completed and stored accordingly.
- Will ensure that asthma medication in school, is in good condition, not expired and cleaned regularly.

Pupils with asthma have a responsibility to:

- Tell their teacher or Parent / Carers 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).

Parents / Carers have a responsibility to:

- Inform the school if their child has asthma.
- Ensure the school has a complete and up-to-date asthma card (Appendix 3) for their child.
- 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.
- 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).
- Ensure their child has a written Personal Asthma Action Plan (Appendix 4), to help them manage the child's condition.

### **3. Asthma Medicines**

Pupils with asthma are to ensure that their asthma medication along with a spacer (if needed) is in school every day.

Reliever inhalers kept in the school's charge are held in the pupil's classroom in the dedicated medication box.

Parents / Carers must ensure the inhalers are sent in to school in their original packaging with the prescription label on.

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.

Members of school staff are not required to administer medicines to pupils (except in emergencies).

Pupils are encouraged to administer their own inhalers when needed unless by agreement of parents / carers the child is not old enough to do this.

Staff members who have agreed to administer asthma medicines are insured by Reach2 when acting in agreement with this policy.

Staff members will let pupils take their own medicines when they need to.

This policy is predominantly for the use of reliever inhalers. Preventer inhalers are very rarely required at school. However, if they are needed, staff members may need to remind pupils to bring them in if they consistently forget.

#### **4. Emergency Inhaler**

Scientia Academy keeps a supply of salbutamol inhalers 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
- Two plastic, compatible spacers
- 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

Scientia Academy buys our supply of salbutamol inhalers from Selles Medical.

The emergency inhaler should only be used by pupils, for whom written parental consent (appendix 5) has been received and who have been either diagnosed with asthma or prescribed an inhaler as reliever medication.

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

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 of pupils, but not locked away.

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 this 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 corresponding record of administration form which will be with the child's asthma plan. From September 2021 these will be all recorded on Medical Tracker.

The School Admin Officer is responsible for overseeing the protocol for the use of the emergency inhaler, monitoring its implementation, and maintaining the Asthma Register.

The School Office are 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

In the event of an asthma attack, staff will follow the procedure outlined below:

- Keep calm and encourage pupils to do the same.
- Ensure the child is in a quiet environment ideally in the medical room.
- Encourage the child to sit up and slightly forwards – **do not hug them or lie them down.**
- If necessary, call another member of staff to retrieve the emergency inhaler – do not leave the affected pupil unattended.

- If necessary, summon the assistance of the School Office, to help administer an emergency inhaler.
- Ensure the child takes two puffs of their reliever inhaler (or the emergency inhaler) immediately, preferably through a spacer.
- Ensure tight clothing is loosened.
- Reassure the child.

If there is no immediate improvement:

- Continue to ensure the child takes two puffs of their reliever inhaler every two minutes, until their systems improve, but only up to a **maximum of 10 puffs**.

If there is no improvement before you have reached 10 puffs:

- Call 999 for an ambulance.
- If an ambulance does not arrive in 10 minutes, administer another 10 puffs of the reliever inhaler as outlined in 6.2.

Call 999 immediately if:

- The child is too breathless or exhausted to talk.
- The child is going blue.
- The child's lips have a blue/white tinge.
- The child has collapsed.

## 7. Important Points to Remember

Never leave a pupil having an asthma attack unattended.

If the pupil does not have their inhaler, send another teacher or pupil to retrieve their spare inhaler.

In an emergency situation, members of school staff are required to act like a 'prudent parent' – known as having a 'duty of care'.

Reliever medicine is very safe. Do not be overly concerned a pupil may overdose.

Send another pupil to get a teacher / adult if an ambulance needs to be called – this will be done with the class red hand ensuring the pupil is responsible to explain what the teacher needs.

Contact the pupil's Parents / Carers immediately after calling an ambulance.

A member of staff should always accompany a pupil taken to hospital by ambulance and stay with them until their Parent / Carers arrives.

Generally, staff will not take pupils to hospital in their own car. However, in some extreme situations Scientia Academy understands that it may be the best course of action.

If a situation warrants a staff member taking a pupil to hospital in their car, another adult must accompany them.

## **8. Record Keeping**

At the beginning of each school year, or when a child joins Scientia Academy, Parents / Carers are asked to inform the school if their child has any medical conditions, including asthma, on the admission form.

The school keeps a record of all pupils with asthma, complete with medication requirements, in its Asthma Register.

Parents must inform the school of any changes to their child's condition or medication during the school year via an Asthma Update Form (Appendix 2).

## **9. 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 Asthma Register.

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 medication box at the site of the activity.

Classroom teachers will follow the same guidelines as above during physical activities in the classroom.

## **10. Out-of-hours Sport**

Scientia Academy 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.

## **11. The School Environment**

Scientia Academy 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.

## **12. 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 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.

## **13. Monitoring and Review**

The effectiveness of this policy will be monitored continually by the Headteacher. Any necessary amendments may be made immediately.

The School Office will inform the Headteacher if there are ways this policy can be implemented better or if any systems change.

The Governing Body will review this policy annually.



**Appendix 2 – Asthma Update Form**

Scientia Academy keeps a record of pupils with asthma in order to ensure the best possible care for your child. 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)

Signature of Parent / Guardian: .....

Date: .....

## Appendix 3 – Asthma Card

# School Asthma Card

To be filled in by the parent/carer

Child's name

Date of birth  DD  MM  YY

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 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, give 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"/>

### Expiry dates of medicines checked

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

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

Parent/carer's signature  Date  DD  MM  YY

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)?

Does your child need to take medicines before exercise or play?

Yes  No

If yes, please describe below

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

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

Yes  No

If yes please describe below

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

### Dates card checked by doctor or nurse

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

### 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**

(9am – 5pm; Mon – Fri)

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





# **Appendix 5 – Use of Emergency Salbutamol Inhaler Consent Form**

Parental Consent Form: Use of Emergency Salbutamol Inhaler

## **Child Showing symptoms of asthma / having asthma attack**

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate]
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

**Signed:**

**Date:**

**Name (Print):**

**Child's Name:**

**Class / Year Group:**

**Parents Address and Contact Details:**

**Telephone Number:**

**Email:**