



# ASTHMA POLICY

Policy Version			
Date	Document Version	Document Revision History	Document Author/Reviser
May 2016	1.1	Yearly Revision	A White
December 2017	1.2	Reviewed and accepted by LGB 30.1.18	A White

This policy will be reviewed every 12 months in light of local and Government legislation

The Dunham Trust believes it makes a significant contribution in transforming children's life chances. Our aim and commitment is to transform schools into sustainable learning academy communities.

*“We aim to ensure that, for everyone involved, excellence and equity become and remain a reality”*

*“They come this way only once so we should litter their pathways with quality experiences”*

We believe that we are able to help our academies and their young people to aspire to and achieve success. To do this, we are committed to ensuring that every child and young person has a pathway to succeed that:

- gives the best possible start in life
- equips with creativity, spirit and confidence
- enables individuals to appreciate life and equip for further learning
- supports the child in becoming a responsible citizen
- ensures continued success in his/her future and contributes to the local community

Our aims for ‘Improvement’ are designed to ensure all academies are consistently benchmarked against key improvement priorities. This framework will ensure effective progress across the Trust, whilst at the same time, leaving space for autonomy at the school level. It will:

- focus efforts on what really matters, i.e. our vision, principles and commitment to the children, young people, families and communities that we serve.
- provide a flexible approach to improvement that meets the needs of each Academy. This will involve a commitment to immediate improvement in each individual context, professional development and a collaborative approach that engages with improvement projects designed to build capacity, an approach that is responsive, reflective and sustainable.
- focus on outcomes, understanding that these are not negotiable. We are committed to a no-excuses culture. In achieving these outcomes, all will focus on individual responsibility and collective accountability for success

The Trust has a responsibility to ensure the success of each academy by allowing every pupil to maximise his/her potential. As an academy sponsor there will be an expectation for joint working across individual academies. The Trust is committed to high quality academy improvement activity, networking and development and research. Equally, the promotion of sport, outdoor education and the creative arts will be important in the development of pupil self-esteem and building learning skills.

# Acre Hall Primary School Asthma Policy

## INTRODUCTION

Asthma is a physical condition, not an emotional illness. It affects at least one in every ten children. An attack is caused by a sudden narrowing of the air passages making it difficult to breathe. Asthma can be controlled by, firstly avoiding known irritants or triggers and secondly, by inhaling specific, prescribed drugs.

### Acre Hall Primary School,

- recognises that asthma is an important condition affecting many school children and welcomes all pupils with asthma.
- aims to ensure that all children with asthma participate fully in all aspects of school life including PE.
- recognises that immediate access to reliever inhalers is vital.
- keeps records of children with asthma and the medication they take.
- is aware that a clean environment is important to people with asthma, and has a non-smoking policy.
- ensures all staff who come into contact with children with asthma know what to do in the event of an asthma attack.
- will work in partnership with all interested parties including all school staff, parents, governors, doctors and nurses and children to ensure the policy is implemented and maintained successfully.

## ROLES AND RESPONSIBILITIES

### Local Governing Body

Governors have a responsibility to:

- Ensure the health and safety of their employees (all staff) and anyone else on the premises or taking part in school activities (this includes pupils). This responsibility extends to those staff and others leading activities taking place off site, such as visits, outings or field trips. Employers therefore have a responsibility to ensure that an appropriate asthma policy is in place
- Make sure the asthma policy is effectively monitored and regularly updated

## **Head of School**

The Head of School has a responsibility to:

- Plan an individually tailored school asthma policy with the help of school staff, school nurses, local education authority advice and the support of their employers
- Plan the school's asthma policy in line with devolved national guidance
- Liaise between interested parties – school staff, school nurses, parents, governors, the school health service and pupils
- Ensure the plan is put into action, with good communication of the policy to everyone
- Ensure every aspect of the policy is maintained
- Assess the training and development needs of staff and arrange for them to be met
- Ensure all supply teachers and new staff know the school asthma policy
- Regularly monitor the policy and how well it is working
- Delegate a staff member to check the expiry date of spare reliever inhalers and maintain the school asthma register (First Aid Co-ordinator)
- Report back to their employers and their local education authority about the school asthma policy

## **School staff**

All school staff have a responsibility to:

- Understand the school asthma policy
- Know which pupils they come into contact with have asthma
- Know what to do in an asthma attack
- Display in the classroom the names of children who have asthma to alert any new staff/ supply teachers etc. (same sign used throughout school)
- Allow pupils with asthma immediate access to their reliever inhaler
- Tell parents if their child has had an asthma attack and if they used their reliever medicines
- Ensure pupils have their asthma medicines with them when they go on a school trip or out of the classroom
- Ensure pupils who have been unwell catch up on missed school work
- Be aware that a pupil may be tired because of night-time symptoms
- Keep an eye out for pupils with asthma experiencing bullying
- Liaise with parents, the school nurse and Special Educational Needs Coordinators (SENCO)/Learning Support & Special Educational Needs Department (LSEND) if a child is falling behind with their work because of their asthma

## **PE teachers/Sports Coaches**

PE teachers/Sports Coaches have a responsibility to:

- Understand asthma and the impact it can have on pupils. Pupils with asthma should not be forced to take part in activity if they feel unwell. They should also not be excluded from activities that they wish to take part in if their asthma is well controlled
- Ensure pupils have their reliever inhaler with them during activity or exercise and are allowed to take it when they need to
- If a pupil has asthma symptoms while exercising, allow them to stop, take their reliever inhaler and as soon as they feel better, allow them to return to activity. (Most pupils with asthma should wait at least five minutes)

- Remind pupils with asthma whose symptoms are triggered by exercise, to use their reliever inhaler a few minutes before warming up
- Ensure pupils with asthma always warm up and down thoroughly

### **School nurses**

School nurses have a responsibility to:

- Help plan/update the school asthma policy
- If the school nurse has an asthma qualification it should be their responsibility to provide regular training for school staff in managing asthma
- Provide information about where schools can get training if they are not able to provide specialist training themselves

### **Individual doctor/nurse of a child or young person with asthma**

Doctors and nurses have a responsibility to:

- Ensure the child or young person knows how to use their asthma inhaler (and spacer) effectively
- Provide the school with information and advice if a child or young person in their care has severe asthma symptoms (with the consent of the child or young person and their parents)

### **Parents/carers**

Parents/carers have a responsibility to:

- Tell the school if their child has asthma
- Ensure the school has a completed asthma emergency inhaler permission letter
- Inform the school about the medicines their child requires during school hours
- Inform the school of any medicines the child requires while taking part in visits, outings or field trips and other out of school hours activities such as school team sports
- Tell the school about any changes to their child's medicines. What they take and how much
- Inform the school of any changes to their child's asthma (for example, if their symptoms are getting worse or they are sleeping badly due to their asthma)
- Provide the school with a reliever inhaler (and spacer where relevant) labelled with their child's name to be used during the school day
- Ensure their child's reliever inhaler that they take to school with them is labelled with his/her name
- Ensure that their child's reliever inhaler is within its expiry date
- Keep their child at home if he/she is not well enough to attend school
- Ensure their child catches up on school work missed if their child is unwell

### **Pupils**

Pupils have a responsibility to:

- Treat other pupils with and without asthma equally
- Let any pupil having an asthma attack take their blue inhaler and ensure a member of staff is called
- Tell their parents, teacher or PE teacher/Sports Coach when they are not feeling well
- Treat asthma medicines with respect

- Know how to gain access to their medicine in an emergency
- Know how to take their own asthma medicines

### **Access to Inhalers**

- All pupils who have asthma should have a reliever labelled inhaler in school at all times.
- Inhalers will be kept in an area of the classroom, easily accessible (Usually in the class First Aid box).
- Staff must check that all asthma sufferers have their inhalers with them on all school trips and swimming sessions.
- Staff should check that all inhalers are in date and liaise with parents if new inhalers need to be provided.

### **TREATMENT OF AN ASTHMA ATTACK**

There are two types of treatment:

**1. Relievers** – this is treatment which gives relief in about 5 minutes by opening up the airways when the symptoms of asthma appear. This is usually a blue inhaler and should be given as prescribed by the child's G.P.

**2. Preventatives** – these are taken regularly to decrease the sensitivity of the air passages. These inhalers are usually brown and should not be used during an asthma attack and therefore are not needed to be brought to school.

### **What to do if a child has an asthma attack**

#### **1. Signs and Symptoms**

Difficulty with breathing out  
 Wheezing and coughing  
 Speaking with difficulty  
 Distress and anxiety  
 Blueness of skin

#### **2. Treatment and Action**

Stay calm and reassure the child – *attacks can be frightening so stay calm, the child will probably have been through it before. Listen carefully to what the child is saying. It is very comforting to have a hand to hold.....but do not put your arm around the child's shoulder, as this is very restrictive.* Ensure that the reliever medicine (blue) is taken – this should open up the narrowed airways.

Help the child to breathe – *encourage the child to breathe slowly and deeply. Most children find it easier to sit upright or leaning forward slightly resting on a table. Lying flat on the back is not recommended.*

Ensure a good supply of fresh air – but not cold air.

From 1st October 2014 the Human Medicines Regulations 2014 will allow schools to keep a salbutamol (Ventolin) inhaler for use in emergencies.

The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The inhaler can only be used if the pupils inhaler is not available ( for example, because it is empty or broken)

Acre Hall Primary School has an emergency inhaler box containing

☑ three salbutamol inhalers and two spacers, which are all clearly labelled.

☑ Register of Parental Consent

☑ School Emergency inhaler usage logbook – Staff must record usage

The emergency box is located in the **Admin office kitchen area**

TO AVOID POSSIBLE RISK OF CROSS INFECTION THE USED EMERGENCY INHALER MUST BE SENT HOME WITH THE CHILD AFTER USE WITH A NOTE EXPLAINING THAT IT HAS BEEN USED. IF ONE OF THE SPACERS HAS BEEN USED THEN IT SHOULD BE CLEANED IN ACCORDANCE WITH THE CLEANING INSTRUCTIONS CONTAINED IN THE EMERGENCY BOX.

**In the case of a severe attack,**

- notify all parents if their child has required his/her inhaler to be administered during the day.
- provide an accessible, safe place for the storage of the inhalers kept in school.
- ensure that a register of children with asthma is kept in the front of the class register.
- ensure that on school trips, accompanying staff will be made aware of the children with asthma. These children will be issued with their school inhaler. If undertaking physical activity where the inhaler could be damaged, then the member of staff in charge will carry the inhaler. The staff member/adult in charge will carry the inhalers for infant children.
- ensure that staff have an understanding of what to do in the event of a child having an asthma attack. call an ambulance if no relief with treatment is obtained within 5 minutes or if the child is distressed, unable to talk, or looks blue.
- make all parents aware of this policy via the School web-site.

**CALL 999 IMMEDIATELY IF:**

- the reliever has no effect after 5 to 10 minutes
- the child looks blue
- the child is either distressed or unable to talk
- the child collapses
- you have any doubts about the child's condition.

**After the Attack**

Minor attacks should not interrupt a child's involvement in the school. As soon as they feel better they can return to school activities.

Parents will be informed when a severe attack has occurred.

**Monitoring and review**

The implementation of this policy will be monitored by the Head of School.

**Approval by The Dunham Trust**

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

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

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

This policy, signed by a Director on behalf of the Dunham Trust, is held centrally on the One Drive.

**End of policy statement**