



# Woodrow First School

## Asthma Policy

Signed by:	
Reviewed by	Rebecca Hardisty
Head Teacher	Richard Kieran
Chair of Governors	Andrew Jackman <i>Andrew Jackman</i>
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# Asthma Policy

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# ASTHMA POLICY

## The school:

- recognises that asthma is an important condition affecting many school children and welcomes all pupils with asthma
- ensures that 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
- ensures the school environment is favourable to children with asthma
- ensures that other children understand asthma
- ensures all staff who come into contact with children with asthma know what to do in the event of an asthma attack and receive updates to policy and procedure as needed.
- 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.

## Medication

Immediate access to reliever inhalers is vital. The reliever inhalers of all children are kept in the classroom in a sealed bag, in an orange box in the large cupboard in the classroom. In Nursery the box is in the office. (Parents are asked to ensure that the school is provided with a labelled spare reliever inhaler).

Staff will also check periodically and notify parents if inhalers are running out. All inhalers must be labelled with the child's name by the parent and checked that the medication is in date. All medication should be taken to any activities outside the classroom, including PE, swimming and all trips. At lunchtime, the lunchtime staff are aware where the box is kept. The medication will be taken to the child; the child will not walk to fetch their medication. School staff are not required to administer medication to children except in an emergency, however many of our staff are happy to do this.

**All school staff will let children take their own medication when they need to. There is an emergency asthma kit in the school office (on top of the white medicine cabinet), the nursery office (on top of the orange asthma boxes) and the swimming pool (in the disabled changing room hanging on the wall under the first aid box) if required.**

## Emergency Inhalers

Emergency inhaler kits are kept in school to use if a child has forgotten to bring their inhaler to school, their inhaler has run out, is broken or damaged or their inhaler is out of date. They are kept in the school office (on top of the white medicine cabinet), the nursery office (on top of the orange asthma boxes) and the swimming pool (in the disabled changing room hanging on the wall under the first aid box).

A member of staff will collect the nearest emergency inhaler kit and take it back to where the child is for it to be administered by a competent adult. They will only be used with children who are already on the school's asthma register and parents have signed

to give permission to use (permission to be recorded alongside name on the asthma register – see Appendix 6).

An emergency inhaler kit will be taken on school trips if the group includes a child with asthma.

If a child has used an emergency inhaler a letter will be shared with parents explaining the reasons for its use (See appendix7). A record sheet will be kept with the emergency inhalers to complete after use to monitor and evidence their use and be able to calculate approximately how many doses remain (See appendix 5).

Mrs McPartland and Mrs Hardisty are responsible for the supply, storage, maintenance and disposal of these inhalers and spacers.

## **Record keeping**

At the beginning of each school year, or when a child joins the school, parents are asked if their child has asthma. All parents of children with asthma are given an information sheet to fill in with details of their medical conditions. Children with asthma will have a separate recording sheet: this will record the administration of the reliever inhaler and needs to be completed every time the inhaler is administered (see Appendix 3).

The school keeps its asthma register in the classroom inside the large cupboard door. Letters are then sent to parents on an annual basis to update. If medication changes in between times, parents are asked to inform the school. For children with more severe problems, a personal health care plan is put in place working alongside the school nurse. All the staff know and follow the Schools Asthma Attack Flow Chart – see Appendix 2. Parents will be informed when their child has had an asthma attack or needed their reliever inhaler more often than is usual for the child. The member of the SLT responsible for medical needs will also be informed if a child has had to use their inhaler more than usual or had an asthma attack.

## **PE**

Taking part in sports is an essential part of school life. All teachers are aware of which children have asthma from the asthma register. Children with asthma are encouraged to participate fully in PE. Teachers will remind children whose asthma is triggered by exercise to take their reliever inhaler before the lesson if necessary. Each child's inhaler will be labelled and kept in a box at the site of the lesson. If a child needs to use their inhaler during the lesson they will be encouraged to do so.

## **The school environment**

The school does all that it can to ensure the school environment is favourable to children with asthma. The school has a non-smoking policy. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma. Children are encouraged to leave the room and go and sit with a Teaching Assistant/first aider if particular fumes trigger their asthma.

## **Making the school asthma friendly**

The school ensures that all children understand asthma. Asthma should be included in Key Stages 1 and 2 in science, design and technology, geography, history and PE of the National Curriculum.

## **When a child is falling behind in lessons**

If a child is missing a lot of time from school because of asthma, taking more reliever than usual or is tired in class because of a disturbed night's sleep and falling behind in class, the class teacher will initially talk to the parents. If appropriate the teacher will then talk to the Headteacher or Medical Needs Lead who will then contact the school nurse and Access & Inclusion Manager about the situation. The school recognises that it is possible for children with asthma to have special educational needs because of asthma.

## **Asthma Attacks**

All staff who come into contact with children with asthma know what to do in the event of an asthma attack. The school follows this procedure, which is clearly displayed in all classrooms. Parents will be informed as soon as possible after the child is taken care of.

### **Roles and responsibilities as recommended by Asthma UK**

#### **The role of employers**

Local Education Authorities or Governing Bodies in grant maintained schools and private schools employ school staff. As employers they have a responsibility to:

- ensure the health and safety of their employees (teachers) and anyone else on the premises affected by the schools activities, including pupils. They therefore have a responsibility to ensure that an appropriate asthma policy is in place.
- provide indemnity for teachers who volunteer to administer medication to pupils with asthma who need help

#### **The role of school governors (England and Wales)**

- To agree and approve the school policy
- To monitor the effectiveness of the policy
- To prioritise the use of resources
- To report to parents and the local education authority the success and failure of the policy

#### **The role of head teachers**

- To devise the policy in conjunction with the governors and other interested parties.
- To liaise between interested parties – school staff, parents, governors, the school health service and pupils
- To ensure good communication of the policy to all concerned
- To ensure every aspect of the policy is maintained
- To assess the training and development needs of staff and arrange for those needs to be met
- To ensure supply teachers know the school asthma policy
- To monitor regularly how the policy is working
- To report back to the governors and the local education authority

#### **The role of school staff**

- To understand the school asthma policy
- To be aware of all the children with asthma with whom they come into contact
- To allow children immediate access to their reliever medication
- To tell parents if their child has had an asthma attack and used their reliever medication
- To ensure pupils have their asthma medication with them when they go on a school trip or out of the classroom
- To liaise with parents, the school nurse and Access & Inclusion Manager if a child is falling behind with their work because of their asthma.

## **The role of PE teachers or teachers who teach PE**

- To have a sensitive attitude to pupils with asthma
- To remind pupils with asthma triggered by exercise to take their reliever medication a few minutes before exercise and to do several short warm up sprints over a five minute period
- To ensure pupils have their reliever medication with them during the activity and are allowed to take it when they need to

## **The role of school nurses**

- To provide training for school staff in managing asthma if they have an asthma qualification
- To provide information about where schools can get training if they are not able to provide specialist training themselves

## **The role of parents**

- To tell the school if their child has asthma
- To inform the school of the medication the child requires during school
- To keep the school informed of any changes in medication
- To provide the school with a spare reliever inhaler labelled with the child's name
- To ensure the child's reliever medication is labelled with his/her name
- To ensure that the child's medication and the spare is within its expiry date
- To keep the child at home if she/he is not well enough to attend

## **The role of pupils**

- To treat other children with and without asthma equally
- To let any child having an asthma attack take their blue inhaler and ensure a member of staff is called
- To treat asthma medication with respect
- To know how to gain access to their medication in an emergency.

## **Emergency procedures**

Call 999 (remember to add 9 for an outside line) and ask for a paramedic ambulance.

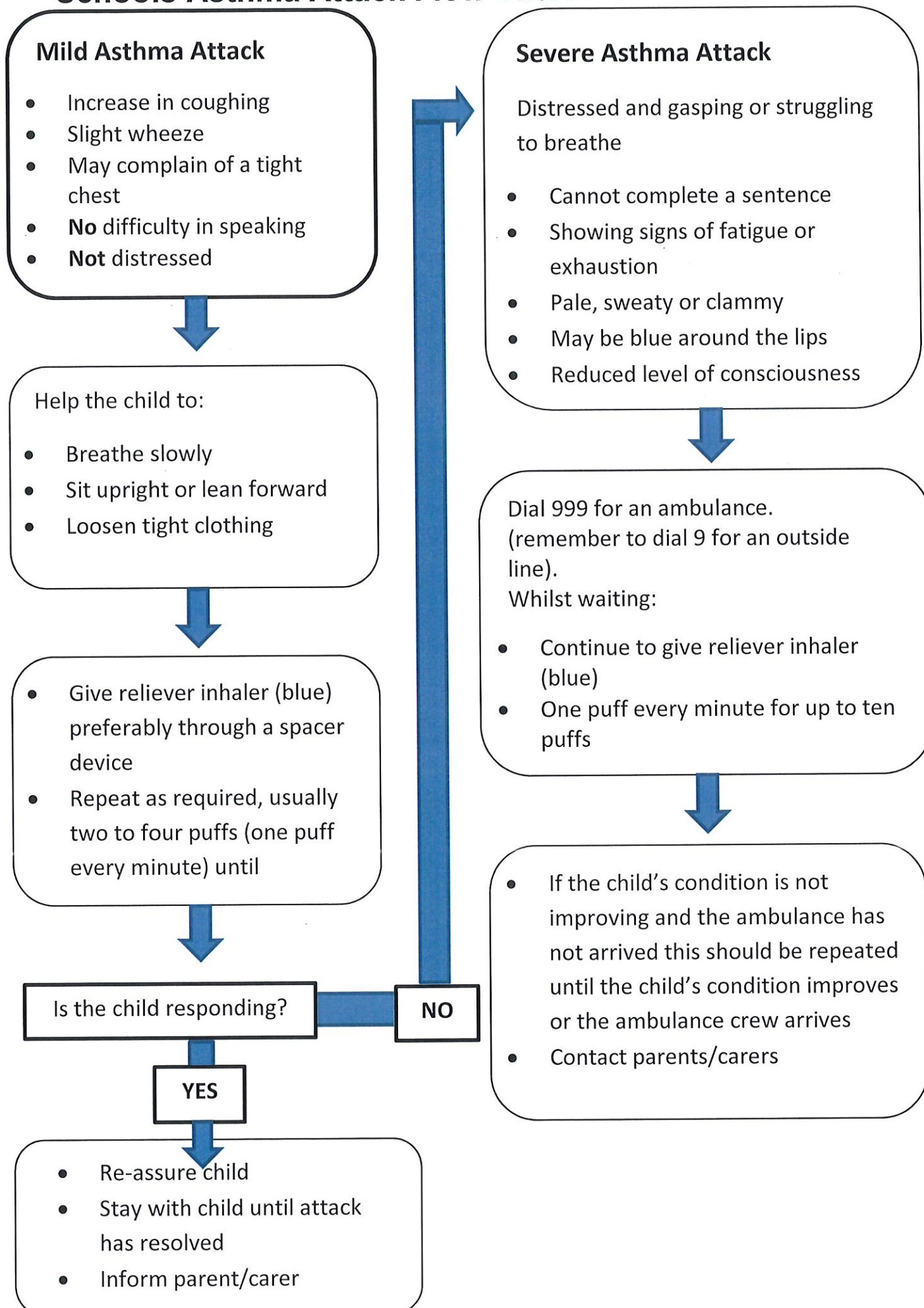
Keep giving blue inhaler (reliever) and seek advice from emergency operator as to how often. An emergency asthma kit is located in the school office (on top of the white medicine cabinet), the nursery office (on top of the orange asthma boxes) and the swimming pool (in the disabled changing room hanging on the wall under the first aid box) if required.

Use the class walkie talkie to call for help or send the red hand (if needed) (Appendix 4) to get assistance from another member of staff if you are alone with the child or class.

Keep calm and keep the child calm.

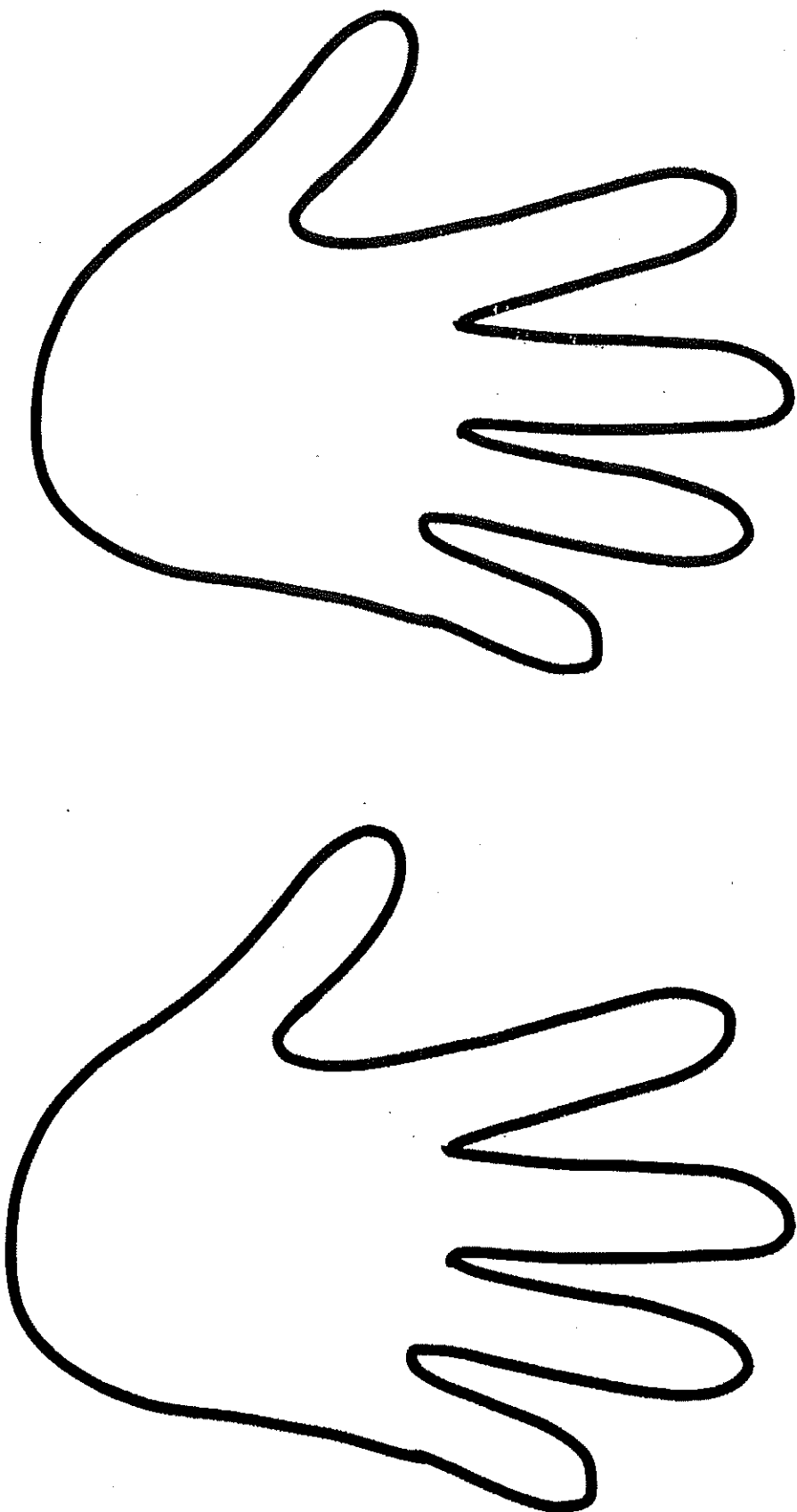
Stay with the child; get another member of staff to phone the family

## Schools Asthma Attack Flow Chart





APPENDIX 4: ASMAHMA  
Pauca -



## ADMINISTRATION OF EMERGENCY INHALER MEDICATION FOR CHILDREN WITH ASTHMA

School Office Emergency Inhaler / Nursery Office Emergency Inhaler / Swimming Pool Emergency Inhaler

ALWAYS CHECK LAST DATE AND TIME WHEN RELIEVER INHALER HAS BEEN USED						
DATE	TIME	MEDICATION USED	DOSE DELIVERED	REACTION?	STAFF SIGNATURE x 2	PRINT NAME x2
Name:			DOB:			Class:
Name:			DOB:			Class:
Name:			DOB:			Class:

Reliever inhaler medication for Asthma is usually effective for up to 4 hours. If a child needs to use the emergency inhaler more often they should be allowed to do so but ensure you inform a member of senior leadership immediately who will then contact parents/carers as the child will need a medical review the same day.



# WOODROW FIRST SCHOOL AND NURSERY



## CONSENT FORM: USE OF EMERGENCY SALBUTAMOL INHALER

Child's name: .....

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

Signed: .....

Date: .....

Name (print).....

Parent's address and contact details:

.....

.....

.....

.....

Telephone:.....

Name, address and telephone of GP Practice:

.....

.....

.....

.....

Telephone:.....



**WOODROW FIRST SCHOOL & NURSERY**

LONGDON CLOSE  
WOODROW SOUTH  
REDDITCH  
WORCS  
B98 7UZ

[www.woodrowfirstschool.co.uk](http://www.woodrowfirstschool.co.uk)

**HEADTEACHER – MR R KIERAN**

**DEPUTY HEAD – MISS L HINTON**

TEL NO: 01527 527619

FAX NO: 01527 500497

Dear Parents

Child's name: .....

Class: .....

Date: .....

This letter is to formally notify you that.....has had problems with his / her breathing today. This happened when.....

A member of staff helped them to use the emergency salbutamol asthma inhaler.

The emergency inhaler was used because .....

.....

.....

.....

Please make sure a new inhaler is in school as soon as possible for .....

If you have any questions please do not hesitate to pop and see a member of staff.

Yours sincerely,

Mr. R Kieran  
Headteacher