

# **ASTHMA POLICY**

**January 2023**

## **Hollyfield Primary School**



<b>Version:</b>	January 2023
<b>Ratified by the Governing Body:</b>	
<b>Signed by the Governing Body:</b>	
<b>To be reviewed (annually):</b>	January 2024

At Hollyfield School we:

- Recognise that asthma is an important condition affecting many school children and we welcome all pupils with asthma.
- Ensure that children with asthma participate fully in all aspects of school life, including PE by encouraging and supporting them.
- Recognise that immediate access to inhalers is vital.
- Keeps records of children with asthma and the medication they take
- Ensures all staff who come into contact with children with asthma know what to do in the event of an asthma attack
- Expect and encourage parents/carers to share appropriate information to the school regarding their child's asthma.
- Will work in partnership with school staff/parents/governors/doctors and nurses and children to ensure the policy is implemented and maintained successfully.

This policy has been written with advice from the Department for Education and Employment.

### **Record Keeping**

- At the beginning of each school year, or when a child joins the school, parents/carers will be asked to inform the school if their child is asthmatic or has seasonal asthma.
- All parents of children with asthma are required to complete a School Asthma Card and return it to the school.
- Parents/carers of children who are registered with school as being asthmatic will be asked to complete a consent form in the event of them requiring the use of the 'emergency inhaler'.
- The school keeps a record of children with asthma on the medical needs register which is available on the Shared Area and class information folders.
- Every child with an asthma diagnosis must have an in date blue reliever inhaler and a spacer device if normally used available in school and clearly labelled with the child's name.
- If any changes are made to a child's medication, it is the responsibility of the parents/carers to inform school.

### **Medication**

- All inhaler devices need to be clearly labelled with the child's name.
- In Reception/Key stage 1 and Key Stage 2 these will be kept in the classrooms (medical boxes) under the supervision of the class teacher.
- Most children will not need to use their blue inhaler on a daily basis therefore if the child has experienced symptoms or an attack and has needed to use their inhaler parents and carers will be informed.
- Records are kept each time an inhaler is used, including dosage received.
- Parents/Carers are asked to check the reliever inhalers on a termly basis to ensure they are in date and full working order.

- Records of expiry dates will be kept in the school office and parents will be contacted when medication is nearing use by date (1 month). Any medication that is out of date will be returned to parents for them to dispose of responsibly.
- Spacers for inhalers are to be sent home to parents/carers at the end of every half term so that they can be washed following manufacturer's instructions and returned when school recommences.

### **Access to all**

- Pupils with asthma are encouraged to participate in all aspects of school life; PE lessons, residential trips, school visits and after school clubs.
- Inhalers will be carried with the teacher when activities are off school site.
- Where exercise is a trigger, those pupils will be encouraged to use their inhalers before exercising.
- Relievers must be taken to the hall/playground/ wherever exercise is taking place. If a pupil is missing a lot of time from school or is always tired because their asthma is disturbing their sleep at night, the class teacher will initially talk to the parents/carers. If appropriate, the teacher will then talk to the school nurse and Inclusion Manager about the pupil's needs.

Two members of staff are responsible for carrying out checks, ensuring protocol is followed.

### **Use of Emergency Medication and Inhalers in school**

- Hollyfield Primary School keeps a salbutamol inhaler for use in emergencies. This will be kept centrally in the main office.
- The Emergency Inhaler will be kept in the First Aid cupboard, the key for which is held in the grey key cabinet on the 'window wall' of the office.
- The emergency salbutamol inhaler should only be used by children, for whom written parental consent has been given, who have been diagnosed with asthma and prescribed an inhaler as reliever medication.
- The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, empty or not in school for some reason).
- Parents/carers of children who are registered with school as being asthmatic will be asked to complete a consent form in the event of them requiring the use of the 'emergency inhaler'.
- In the event of the child having to use the emergency inhaler a letter will be completed and sent to parents/carers.
- There will be two named volunteers who will have responsibility for ensuring that on a monthly basis the emergency inhaler and spacer are present and in working order and the inhaler has sufficient number of doses available.
- Replacement inhalers should be obtained when expiry dates approach.
- The plastic inhaler housing (which holds the canister) has been cleaned, dried and returned to storage following use or that replacements are available if necessary.

### **Training**

All staff will access asthma awareness training annually and receive regular updates so that they recognise how to deal with a child having an asthma attack. In the event of an asthma attack the school follows a clear procedure visibly displayed in the hall and in every classroom throughout school.

### **Access and Review of Policy**

The Asthma Policy will be accessible to all staff and the whole school community through school's website and prospectus. Hard copies can be obtained through the school office. This policy will be reviewed on a yearly cycle.

This policy has been written in line with the Department of Health guidance on the use of emergency salbutamol inhalers in school.

'Guidance on the use of Emergency Salbutamol Inhalers in School – September 2014'