

School Asthma Policy

William Reynolds Primary School and
Nursery

Approved by Governors June 2015
To be reviewed by June 2017

Information Page

These policies are referred to in the document
Telford & Wrekin guidance kept in the staff room

- Health and Safety Manual
- NHS Asthma Guidance

School policies and documents

Educational Visits Policy

Risk Assessment Folder

School Emergency Plan

Asthma Health Care Plans

Permission to carry medication

Other policies related to Asthma

First Aid Guidance

Pupils' Medical Needs Document

Medical Issues Lists

Health and Safety Policy

Asthma Policy Statement

The Asthma Lead for the school is Mrs Kimberley Ray.

William Reynolds Primary School is an inclusive community that aims to support and welcome pupils with asthma. This school ensures that the whole school environment, which includes physical, social, sporting and educational activities, is inclusive and favourable to pupils with asthma.

William Reynolds Primary School is committed to providing pupils with a physical environment, which is accessible to pupils with asthma and that children with asthma have full access to extended school activities, school productions, after school clubs and residential visits.

The school's asthma policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings. All staff understand their duty of care to children and young people in the event of an emergency and feel confident in knowing what to do in an emergency. All school staff will receive annual asthma awareness training (**see appendix 1**).

This school has clear guidance and record keeping arrangements for the administration and storage of medicines at school. This policy runs alongside of the school's Health and Safety Policy.

Policy Guidelines

Pupils with asthma are encouraged to;

- take control of their condition and are included in all school activities
- not be forced to take part in activity if they feel unwell
- have the appropriate inhalers with them during physical activity and that pupils take them when needed

All PE teachers, classroom teachers and school sport coaches need to;

- be aware of the potential triggers for pupil's asthma when exercising
- complete a risk assessment for any out of school visit and include a copy of the Asthma Health Care Plan. Factors to consider include how routine and emergency medicines will be stored and administered and where help could be obtained in an emergency
- consider any additional medicines, equipment or factors when planning

residential visits. These may be in addition to any medicines, facilities and healthcare plans that are normally available in school

All staff need to;

- understand their duty of care to pupils in the event of an emergency
- attend training on an annual basis (a training record will be kept) and know what to do in an emergency for the pupils in their care with asthma
- understand asthma and are trained in what to do in an emergency
- under common law duty of care act like any reasonably prudent parent. This may include administering medicines
- refer to school Asthma Health Care Plans (**see Appendix 2**) to inform the appropriate staff (including supply teachers and support staff), of pupils in their care who may need emergency help

A copy of the pupil's health care plan would need to be sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent or the information on it should be communicated to the hospital as soon as possible.

If a pupil needs to be taken to hospital and the parent is unable to get to school, a member of staff will accompany the pupil and will stay with them until the parent arrives. The school tries to ensure that the staff member will be someone known to the pupil.

Generally staff should not take pupils to hospital in their own car unless they have the appropriate insurance and there are 2 members of staff.

Administration of medicines

Emergency medicines

- All pupils at this school with asthma have easy access to their emergency medicines. All inhalers and spacers are carried by the pupils in a labelled inhaler pouch (these are issued by the school).
- All pupils are encouraged to carry and administer their own emergency medicine, when their parents and health specialists determine they are able to start taking responsibility for their condition (**see appendix 3 and 5**). They should record on the record sheet when they have taken their inhaler and this needs to be signed by an adult.
- Pupils, who do not carry and administer their own emergency medicines, should know where their inhaler is stored and how to gain access and seek assistance from a member of staff.
- All school staff have been informed through training that they are

- required, under common law duty of care, to act like any reasonably prudent parent. In an emergency situation, this may include taking action such as administering medicines
- An emergency salbutamol inhaler kit is stored in the fruit cupboard and is accessible to all staff. A list of pupils for whom consent has been received is kept in the box and the inhaler should only be used for these pupils (see the Emergency Salbutamol Inhaler Protocol stored with the kit).

Drawing up School Asthma Health Care Plans

- This school uses an adapted School Health Care Plan to record important details about individual pupil's medical needs, their triggers, signs, symptoms, medicines
- A school health care plan accompanied by an explanation is sent to all parents of pupils with asthma for completion:
 - at the start of the school year
 - at enrolment
 - when a diagnosis is first communicated to the school

(see letter - Appendix 4)

- The parents are asked to fill out the pupil's school Asthma Health Care Plan. Parents then return these completed forms to the school. Parents may need to liaise with their child's health care professionals to complete the form
- This school ensures that a relevant member of school staff is available, if required to help complete the health care plan for pupils with particularly complex healthcare needs

School Asthma Register

- The school Asthma Health Care Plans are used to create a centralised register of pupils with asthma (see Medical Issues List - in each classroom)
- The head teacher and administrator are responsible for the register at this school and follow up any of the details on a pupil's Asthma Health Care Plan or if permission for administration of medicines is unclear or incomplete
- Parents are regularly reminded to update their pupil's Asthma Health Care Plan if their pupil has a medical emergency or if there have been changes to their symptoms, medicines or treatment
- Every pupil with a health care plan at this school has their plan

- discussed and renewed at least once year and a copy is sent home
- Health Care Plans are kept in the main office and all members of staff who work with pupils, have access to the health care plans of pupils in their care (Medical folder in each class base)
 - When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the health care plans of pupils in their care
 - The school ensures that all staff protect pupil confidentiality
 - This school seeks permission from parents to allow the health care plan to be sent ahead to emergency care staff should an emergency happen during school hours or at an out of school hours school activity
 - This school seeks permission from the pupil and parents before sharing any medical information with any other party.
 - All parents of pupils with asthma are asked to provide consent on the health care plan giving staff permission to administer medicines in an emergency
 - Parents of pupils with asthma at this school are all asked at the start of the school year on the Health Care Plan if they and/or the pupil's healthcare professional believe the pupil is able to self manage, carry and administer their own emergency medicines
 - If a pupil requires regular/daily help in administering their medicines then the school outlines the school's agreement to administer those medicine/s on the Health Care Plan. The school and parents keep a copy of this agreement

Roles and responsibilities

The Governing Body has a responsibility to:

- Ensure the health and safety of all staff and anyone else on the premises or taking part in school activities. This responsibility extends to those staff and others leading activities taking place off site, such as visits, outings or field trips
- Ensure health and safety policies and risk assessments are inclusive of the needs of pupils with asthma
- Make sure the asthma policy is effectively monitored and regularly updated
- Provide indemnity for teachers who volunteer to administer medicine to pupils with asthma

The Head teacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the asthma policy is in line with local and national guidance and policy frameworks
- Liaise between interested parties - including pupils, school staff, welfare assistants, school nurses, parents, governors, the health service, the LA and local emergency care services
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils individual health plans
- Ensure pupil confidentiality
- Assess the training and development needs of staff and arrange for them to be met
- Ensure all staff know the asthma policy and know which pupils have asthma (each class base has a folder containing this information which is updated regularly)
- Delegate a staff member to check the expiry date of medicines and to ensure spacers are cleaned on a half termly basis and to maintain the school asthma register (the asthma lead)
- Monitor and review the policy on a regular basis, with input from staff and external stakeholders

All staff have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of asthma and know what to do in an emergency
- Understand the school's asthma policy and procedures (appendix 5)
- Know which pupils have asthma and be familiar with the content of their individual health plan
- Allow all pupils to have immediate access to their emergency medicines
- Maintain effective communication with parents including informing them if their pupil has been unwell at school
- Ensure pupils who carry their medicines with them, have them when they go on a school trip or out of the classroom
- Be aware that long term conditions can affect a pupil's learning and provide extra help when pupils need it
- Liaise with parents, the pupil's healthcare professionals, special educational needs coordinator and welfare officers if a pupil is falling behind with their work because of their condition
- Use opportunities such as PSHE to raise pupil awareness about asthma
- Understand asthma and the impact it can have on pupils. (Pupils should not be forced to take part in activity if they feel unwell)

- Ensure all pupils with asthma are not excluded from activities they wish to take part in

The school nurse who works with our school has a responsibility to:

- Support with updating the school's asthma policy
- Provide regular training for school staff in managing asthma at school
- Provide information about where the school can access training in areas that the school nurse has not had specialist training
- Provide support and information to the identified member of staff responsible for ensuring that parents complete the health care plans

Individual doctors and specialist healthcare professionals caring for pupils who attend this school, have a responsibility to:

- Help complete the school health plans provided by parents if appropriate
- Where possible and without compromising the best interests of the pupil, to try to prescribe medicines that can be taken outside of school hours
- Offer the parents of every pupil a written self-management plan to ensure parents and pupils know how they self manage at school and at home
- Ensure the pupil knows how to take their medicines effectively
- Ensure pupils have regular reviews of their condition and the medicines they take
- Provide the school with information and advice if a pupil in their care has severe asthma symptoms (with the consent of the pupil and their parents)
- Understand and provide input to the school's Medical Policy
- Provide inhalers and spacers when requested by parents

The parents at this school have a responsibility to:

- Tell the school if their child has asthma
- Ensure the school has a complete and up-to-date school healthcare plan for their child
- Inform the school about the medicines their child requires during school hours
- Inform the school of any inhaler the child requires while taking part in visits, outings or field trips and other out-of-school activities such as school team sports
- Tell the school about any changes to their child's inhalers e.g what

- they take and how much
- Inform the school of any changes to their child's condition
 - Ensure their child's inhalers and spacers are labelled with their full name
 - Ensure that school has the inhaler needed by their child and that the inhaler is within their expiry date and is updated regularly
 - Keep their child at home if they are not well enough to attend school
 - Ensure their child has regular reviews with their doctor or specialist healthcare professional
 - Ensure their child has a written self-management plan from their doctor or specialist healthcare professional to help them manage their pupil's condition

Training

The school nurse is invited into school each year to offer training and advice to all staff.

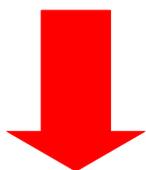
(see appendix 6 and 7)

EMERGENCY RESPONSE

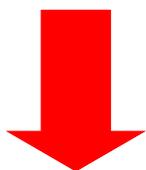
CALL AMBULANCE

Kimberley to ring from the scene. If Kimberley not in a 2nd first aider by casualty

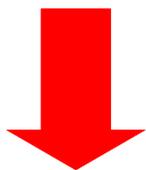
PERSON 1



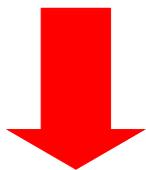
OPEN MAIN GATE



OPEN KITCHEN GATE



OPEN KS1 OR KS2 GATE IF ACCESS REQUIRED OR BRING CREW THROUGH MAIN DOOR OR KS2 DOOR DEPENDING WHERE CASUALTY IS.



WAIT OUTSIDE FOR AMBULANCE AND TAKE TO CASUALTY

PERSON 2

Contact parents (contacts folder main office) /next of kin (folder staff file Head's office) calmly, asking them to come to school urgently but without causing panic. Give facts only, don't speculate, don't exaggerate. Retrieve health care plans and any medication (staff details Head's office) to be sent with ambulance. Inform Head Teacher.

Appendix 2 School Asthma Health Care Plan

Pupil's name	
Date of birth	
Group/class/form	
Pupil's address	
Date Asthma Diagnosed	

Family Contact Information

Parents / Guardians Name

Phone no. (work)
(home)
(mobile)
Name

Phone no. (work)
(home)
(mobile)

G.P.

Name

Phone no

Clinic/Hospital Contact

Name

Phone no.

Describe how the asthma affects your child including their typical symptoms and asthma 'triggers'

Describe their daily care requirements including the name of their asthma medicine(s), how often it is used and the dose
(eg. Once or twice a day, just when they have asthma symptoms, before sport)

Describe what an asthma attack looks like for your child and the action to be taken if this occurs

Who is to be contacted in an emergency? Give three contact telephone numbers

ADVICE FOR PARENTS

Remember:

1. It is your responsibility to tell the school about any changes in your child's asthma and/or their asthma medications
2. It is your responsibility to ensure that your child has their 'relieving' medication with them in school and that it is clearly labelled with their name. You should confirm this with your child's class teacher
3. It is your responsibility to ensure that your child's asthma medication has not expired
4. Your child should not be exposed to cigarette smoke

Appendix 3 Request for child to carry medication

Name of school	
Pupil's name	
Group/class/form	
Address	
Name of medicine	
Procedures to be taken in an Emergency	

Contact Information

Name	
Daytime phone no.	
Relationship to pupil	

I would like my son/daughter to keep their medicine themselves for use as necessary.

Signed _____

Print name _____

Relationship to pupil _____

Date _____

Appendix 4: Example Letter for Parents/Guardians to Accompany School Asthma Health Care Plan (see Appendix 1)

Dear Parent / Carer

Re: The School Asthma Health Care Plan

Thank you for informing us of your pupil's asthma on his/her registration form.

As part of accepted good practice and with advice from the local PCT, hospital specialists, and the Department for Education & Skills, our school has recently established a School Asthma Policy.

As part of this policy, we now ask all parents / carers of children with asthma to help us by completing a School Asthma Health Care Plan for their child/children. This is attached to this letter. The completed School Asthma Health Care Plan will store important details about your pupil's current medicines, triggers, individual symptoms and emergency contact numbers. The Plan will help school staff to better understand your pupil's individual condition and needs.

Please complete this Plan and return it to the school by *(insert date)*:_____

I look forward to receiving your pupil's completed School Asthma Health Care Plan.

Thank you for your help.
Yours sincerely

Mrs I Baxter
Head teacher

Appendix 5: Record of Medicine Administered to Individual Children

To be kept with inhaler in the form of a card

Fill in the pupil's details in section 1 and then one form in section 2 each time medicine is given in school

Section 1

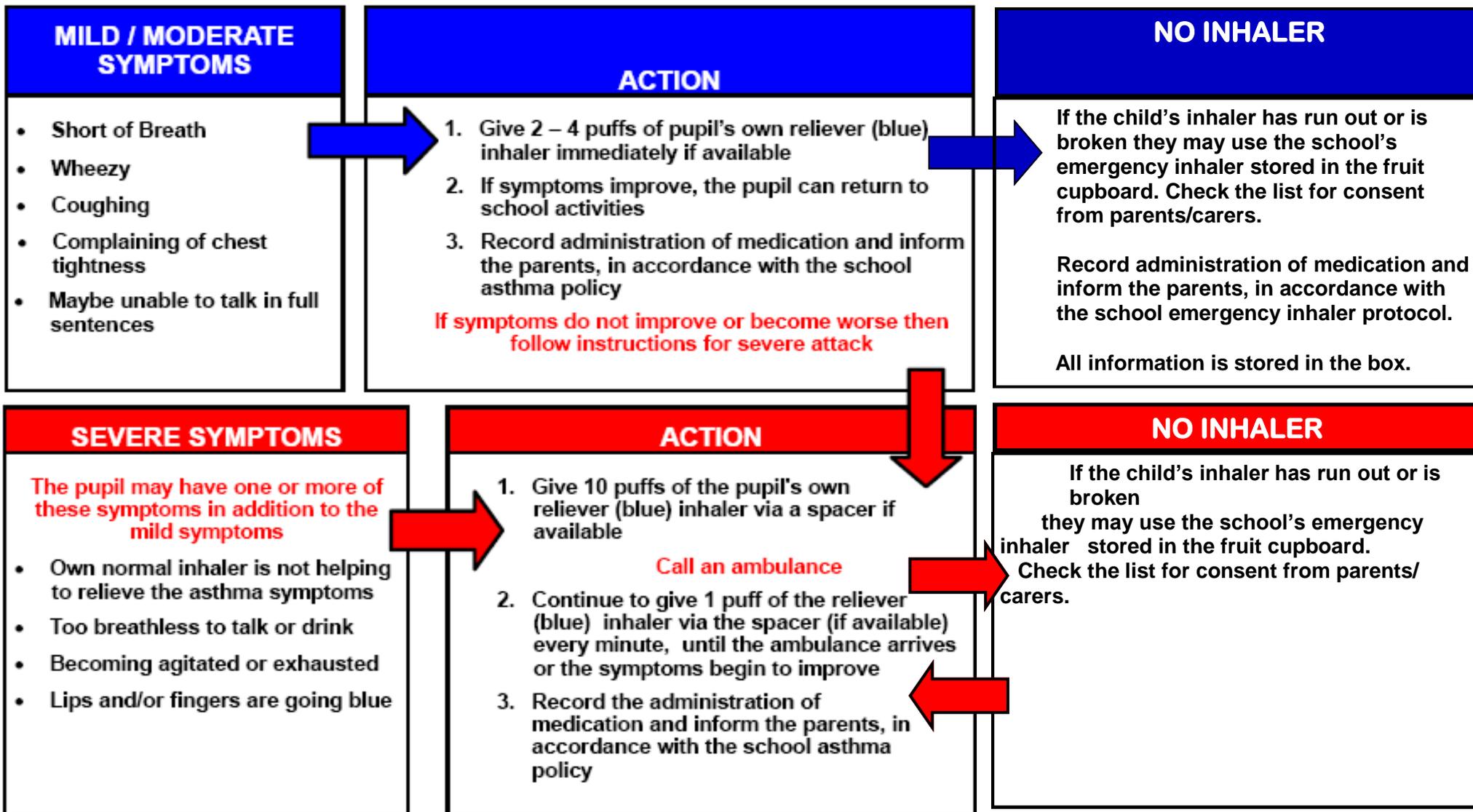
Name of school	
Name of pupil	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Section 2

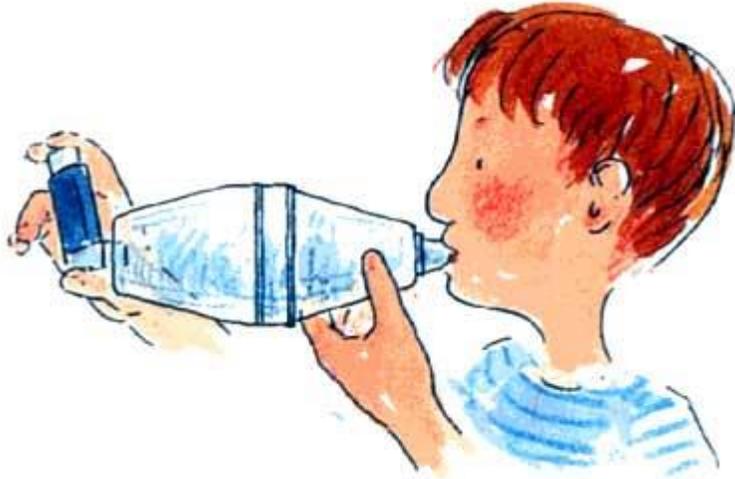
Date		Date	
Time given		Time given	
Dose given		Dose given	
Name of member of staff		Name of member of staff	
Staff initials		Staff initials	

Appendix 6

How to Manage An Asthma Attack In School



Large Volume Spacers



How to use your Large Volume Spacer

1. Put together the spacer following the instructions that come with your spacer
2. Remove the protective cap from the puffer
3. Shake the puffer well and insert (place) it firmly into the end of the spacer
4. Place the mouth piece of the spacer in your mouth and put it between your teeth. Now, close your lips around the spacer mouth piece. Make sure your lips cover the entire mouth piece so there are no gaps. Hold the spacer level so that it does not tilt up or hang down.
5. Breathe out gently.

6. Press the puffer ONCE to release a dose of the medicine into the spacer. Do not remove the puffer.
7. Breathe in very slowly until you have taken a deep breath. You will hear a whistle sound if you are breathing in too fast. Hold your breath for a few seconds, then breathe out slowly and deeply through your mouth. Breathe in and out 4 or 5 times (do not remove your mouth from the mouthpiece in between each breath - there is a 2 way valve system which will prevent any of the medication from escaping from the chamber).

If a second dose is needed, **shake the puffer again** and repeat steps 4-7. You can shake the puffer while it is still attached/connected to the spacer.

- Make sure this has been shown to you and that you understand it.

How to care for your spacer

- The spacer should be cleaned once a week
- Take the spacer apart and wash it in warm water containing a little dishwashing detergent or mild soap.
- **DO NOT RINSE**
- Allow the spacer to drip dry. Do not wipe the spacer dry with a tea towel. Allow it to air dry. This can be done overnight.
- Put the spacer back together
- Do not allow anyone else to use your spacer