



Vane Road Primary School

Asthma Policy

Updated: September 2024
Review: September 2026

Key contact: Mr Lee Grady



Amendment tracker

| Date | Change and comments | Location |
|-------------|--|---|
| 08/09/21 | 16. Location of Emergency Inhalers now in Healthcare Assistant's Office. 18. Location of Medical File now in Healthcare Assistants Office. 18. Four emergency inhalers instead of two | Pg. 5 Pg. 5 Pg 5 |
| 17/09/24 | Key Contact: Lee Grady 16. Location of Emergency Inhalers now in Pastoral Manger's Office. 18. Location of Medical File now in Pastoral Manager's Office. 18. 4 emergency packs to changed to 3. Change of person responsible from Christine Wilson, HealthCare Assistant to Lee Grady, Pastoral Manager Changed from Christine Wilson to Lee Grady | Front Cover Pg 5 Pg 5 Pg 5 Pg 8 |
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Rights Respecting

Vane Road Primary School is a Rights Respecting School. Therefore, where we adhere to the United Nations Convention on the Rights of the Child. Articles particularly pertinent to this policy are:

Article 3 - The best interests of the child must be a top priority in all actions concerning children.

Article 6 - Every child has the right to life. Governments must do all they can to ensure that children survive and grow up healthy.

Article 23 - A child with a disability has the right to live a full and decent life in conditions that promote dignity, independence and an active role in the community. Governments must do all they can to provide free care and assistance to children with disability.

Article 28 - Every child has the right to an education.

Vane Road Primary School is an inclusive community that aims to support and welcome pupils with asthma. We ensure that the whole school environment, which includes physical, social, sporting and educational activities, is inclusive and favourable to children with asthma. We ensure all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency. Vane Road has clear guidance on the administration and storage of medicines at school. We have clear guidance about record keeping. Each member of the school and health community know their roles and responsibilities in maintaining and implementing an effective medical condition policy. The asthma policy is regularly reviewed evaluated and updated. Updates occur every year.

This policy has been put together in collaboration with school staff, parents, the School Nurse and Governors to ensure that the individual needs of pupils are been met when a child has asthma.

This policy:

- 1) Recognises the needs of pupils with asthma.
- 2) Ensures that children with asthma participate as fully as possible in all aspects of school life, including for example, Physical Education (PE), visits, outings and field

trips.

- 3) Ensures staff are trained in how to deal with an asthma attack.
- 4) This school recognises that asthma is a widespread, serious but controllable condition affecting many pupils at the school. The school positively welcomes all pupils with asthma. This school encourages pupils with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, their employers and pupils.

Guidance

In order to achieve the above the following guidance is recommended:

5. All staff are given regular basic awareness training about asthma and the use of inhalers.
6. All staff have a clear understanding of procedures to follow when a child has an asthma attack.
7. Reliever inhalers for pupils are accessible at all times. Pupils in Upper Key Stage 2 and upwards may carry their own inhalers however, this is at the discretion of the parents and discussion with Class Teacher on an individual basis and depending upon the pupil.
8. The school maintains a register of pupils with asthma and each individual pupil with asthma has an Individual Healthcare Plan available in school.
9. School has a statement about the use of emergency salbutamol inhalers.

Management of Asthma in Schools

10. Early administration of the correct reliever treatment will cause the majority of attacks to be completely resolved.
11. As immediate access is vital to early administration of the inhaler it should be stored in an easily accessible area in each classroom.
12. For each child with asthma parents/carers should complete an Individual Healthcare Plan which details the dose to take in the event of an attack. It is also their responsibility to inform school of any changes to their child's treatment and if the inhaler runs out of date.
13. Parent/carers should supply the inhaler in its **original packaging** in a labelled, clear, plastic bag with the child's name clearly labelled.

14. All school staff will let pupils take their own inhalers when necessary.

Emergency Inhalers in School

15. School keeps emergency inhalers for use when a child/young person's inhaler is not available or the inhaler they have provided school with has run out.

16. Schools salbutamol inhaler and spacers for use in emergency are kept along with a register of children who have been prescribed inhalers and their parental/carer consent forms in the Healthcare Assistant's Office.

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

18. Vane Road has 3 emergency packs each containing;

- One salbutamol inhaler.
- Spacers
- *Also has 2 emergency inhalers in addition to this is the medical cabinet in the pastoral office*

These are located in the Healthcare Pastoral Managers Office.

19. All staff who have accessed Asthma Training are able to administer the emergency inhaler – A list of staff is stored in the Medical File in the Healthcare Assistant's Office.

Lee Grady , Pastoral Manager is responsible for:

Booking asthma training

Ensuring inhaler kept at room temperature lower than 30 degrees

Keeping a record of the expiry dates and batch numbers.

Keeping an Asthma register and obtaining consent on a yearly basis. (Appendix A)

Administering the inhaler in an emergency as well as admin of medicine trained staff.

Cleaning the emergency inhalers after use.

Keeping a record and informing parents of when inhaler is used. (See Appendix B)

For further information please read "Guidance on the use of emergency salbutamol inhalers in school "

DOH September 2014

This is available on our Website.

All staff at Vane Road 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
- Know which children have asthma and be familiar with the content of their individual health plan
- Allow all children to have immediate access to their emergency medicines
- Maintain effective communication with parents including informing them if their child has been unwell at school
- Ensure children 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 children need it
- Be aware of children with asthma who may need extra social support
- Liaise with parents, the child's healthcare professionals, special educational needs coordinator and welfare officers if a child 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 children. (Children should not be forced to take part in activity if they feel unwell)
- Ensure all children with asthma are not excluded from activities they wish to take part in
- Ensure children have the appropriate medicines with them during activity or exercise and are allowed to take it when needed.

The parents at Vane Road 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 medicines 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 medicines, what they take and how much
- Inform the school of any changes to their child's condition
- Ensure their medicines and medical devices are labelled with their full name
- Ensure that their child's medicines are within their expiry dates
- Keep their child at home if they are not well enough to attend school
- Ensure their child catches up on any school work they have missed
- 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 child's condition

In the event of an asthma attack:

20. Ensure that the reliever is taken immediately. Whenever possible allow medication to be taken where the attack occurred
21. Stay calm and reassure the child, stay with the child until the attack is resolved
22. Help the child to breathe by encouraging them to breathe as slowly and deeply as possible
23. After the attack, and as soon as they feel better, the child can return to normal school activities
24. The child's parent/carer should be informed immediately of the attack.
25. In all emergencies Staff should follow the 'How to Recognise an Asthma Attack' which is displayed and all First Aid Areas, Staffrooms and in Class Medical Files.

26. 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.

Implementing the Policy

Nominated school staff should implement the policy

Lee Grady

27. Asthma awareness training for all school staff should be carried out by the School Nurse.

28. School have compiled a register of all children in school with asthma which is kept in the Pastoral Manager's Office.

29. Inhalers are checked in school every half term to ensure they are in date.

30. Parents/carers should be encouraged to keep the school and School Nursing teams informed of changes in the self-management plan.

31. Policy available on School Website.

32. Record Keeping

33. At the beginning of each school year, or when a child joins the school, parents/carers are asked if their child has any medical conditions.

34. If a child has asthma school should request that parents complete an Asthma Care Plan and an Individual Healthcare Plan for that child. Vane Road uses an adapted School Health Care Plan from "Managing Medicines in Schools and Early Years Settings" guidance to record important details about individual children's medical needs, their triggers, signs, symptoms, medicines. A school health care plan accompanied by an explanation is sent to all parents of children with asthma for completion:

- at enrolment
- when a diagnosis is first communicated to the school

School will ask parents/carers to ensure that their child's inhaler is:

- Correctly labelled
- In good working order

- In-date
- Cleaned at the end of each term
- A spacer is provided.

It is the responsibility of the school to keep parents/carers up to date on any untoward occurrences with the child's condition and treatment and to record this for future reference in the Class Asthma Log, for example, if a child has had an attack or asks for an inhaler.

Exercise and Activity

35. Taking part in sports, games and activities is an essential part of school life for all pupils. All teachers know which children in their class have asthma and all PE teachers at the school are aware of which pupils have asthma from the school's asthma register.

36. Pupils with asthma are encouraged to participate fully in all PE lessons. PE teachers will remind pupils whose asthma is triggered by exercise to take their reliever inhaler before the lesson, and to thoroughly warm up and down before and after the lesson. It is agreed with PE staff that each pupil's inhaler will be labelled and kept in a box at the site of the lesson. If a pupil needs to use their inhaler during a lesson they will be encouraged to do so.

37. Classroom teachers follow the same principles as described above for games and activities involving physical activity.

38. Visits, Outings or School Trips

39. When pupils are taken out on school trips it is the responsibility of school staff to ensure that inhalers are taken along for each pupil with asthma. The same principles are used as for exercise where outdoors activities are involved.

This should fit with school trip forms i.e Medicines and school visits and the Evolve Form

40. A mobile phone should always be available for any emergency situations.

Rachel Wren
Deputy Head teacher
17th September 2024

Appendix A

**CONSENT FORM:
USE OF EMERGENCY SALBUTAMOL INHALER
Vane Road Primary School**

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:

Parent's address and contact details:

.....
.....
.....

Telephone:

E-mail:

.....
.....

Appendix B

**SPECIMEN LETTER TO INFORM PARENTS OF
EMERGENCY SALBUTAMOL INHALER USE**

Child's name:

Class:

Date:

Dear.....,

[Delete as appropriate]

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 their asthma inhaler.

They did not have their own asthma inhaler with them, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given puffs.

Their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given puffs. .

[Delete as appropriate]

Although they soon felt better, we would strongly advise that you have your seen by your own doctor as soon as possible.

Yours sincerely

Christine Wilson

