

THOMAS A BECKET JUNIOR SCHOOL



Model **ASTHMA POLICY**

The school:

- Recognises that asthma is a widespread, serious but controllable condition and the school welcomes all pupils with asthma
- Ensures that pupils with asthma can and do participate fully in all aspects of school life, including art, PE, Science, educational visits and out of hours activities
- Recognises that pupils with asthma need immediate access to reliever inhalers at all times
- Keeps a record of all pupils with asthma and the medicines they take
- Endeavours that the whole school environment, including the physical, social, sporting and educational environment, is favourable to pupils with asthma
- Ensures that all staff (including supply teachers and support staff) who have pupils with asthma in their care, know who those pupils are and know the school's procedure to follow in the event of an asthma attack

Asthma medicines

Immediate access to reliever medicines is essential. Pupils with asthma are encouraged to carry their reliever inhaler with them in their class medicine box and to collect their individual inhaler for lessons when they are not with their class such as maths, C&N & DT.

It is advised that the school is provided with a labelled, in date spare reliever inhaler. These are held in case the pupil's own inhaler runs out, or is lost or forgotten and are kept in the school medical room. All inhalers must be labelled with the child's name by the parent/carer.

If a parent/carer has stated that their child requires an inhaler in school but does not supply an **in-date inhaler**, the school will take the following action:

- Phone the parent/carer and request that the inhaler is brought into school without delay. The phone call will be logged on the pupil's Asthma Information Form (reverse side 'For Office Use' box). Further conversations may be appropriate, at the discretion of the school
- If the parent/carer fails to supply the inhaler as requested, write to the parent using the example letter. This repeats the request for the inhaler and states that without the inhaler, in the event of an asthma attack, staff will be unable to follow the usual Asthma Emergency inhaler procedures and will be reliant on calling 999 and awaiting the Emergency Services. The letter will be filed with the child's asthma information form.

School staff who agree to administer medicines are insured by the local authority when acting in agreement with this policy. All school staff will facilitate pupils to take their medicines when they need to.

Use of Emergency Salbutamol Inhaler

The school holds one spare salbutamol inhaler per year group which can be administered to a child whose main inhaler or spare inhaler has broken or run out. It is only to be used in these emergency situations.

Parents will need to complete and return a consent form to enable this to be used, and if the need arises a phone call will be made to the parent/carer informing them this has been administered.

For information on how to clean spacers please go to www.asthma4children

Training

It is best practice that all school staff are trained to recognise the symptoms of worsening asthma, how to respond in an emergency and how to administer reliever medication (inhaler).

Staff also receive anaphylaxis training and are made aware of the symptoms of that, and assessing whether shortness of breath/breathing difficulties are as a result of asthma or anaphylaxis.

Record keeping

When a child joins the school, parents/carers are asked to declare any medical conditions (including asthma) that require care within school, for the school's records. At the beginning of each school year, parents are requested to update details about medical conditions (including asthma) and emergency contact numbers.

All parents/carers of children with asthma are given an asthma information form to complete and return to school. From this information the school keeps its asthma records. All teachers know which children in their class have asthma. Parents are required to update the school about any change in their child's medication or treatment. Records must be kept for the administration of asthma medication as for any other prescribed medication.

Exercise and activity - PE and games

All children are encouraged to participate fully in all aspects of school life including PE. Children are encouraged/reminded to use their inhalers before exercise (if instructed by the parent/carer on the asthma form) and during exercise if needed. Staff are aware of the importance of thorough warm up and down. Each pupil's inhaler will be labelled and kept in a box at the site of the lesson.

School Environment

The school endeavours to ensure that the school environment is favourable to pupils with asthma. The school will take into consideration, any particular triggers to an asthma attack that an individual may have and will seek to minimise the possibility of exposure to these triggers.

Asthma Attacks – School's Procedure

In the event of an asthma attack, staff will follow the school procedure:

- Encourage the pupil to use their inhaler in the event of an asthma attack
- Summon a first aider who will bring the pupil's Asthma Information Form and will ensure that the inhaler is used according to the dosage on the form
- If the pupil's condition does not improve or worsens, the First Aider will follow the 'Emergency asthma treatment' procedures
- The First Aider will call for an ambulance if there is no improvement in the pupil's condition
- If there is any doubt about a pupil's condition an ambulance will be called

Access and Review of Policy

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

SignedHeadteacher

Signed (Chair of Governors)

Dear Parent/Carer

ASTHMA INFORMATION FORM

Please complete the questions below so that the school has the necessary information about your child’s asthma. **Please return this form without delay.**

CHILD’S NAME:	AGE:	DATE:
1. Does your child need an inhaler in school?		YES / NO
2. Please provide information on your child’s current treatment. (Include the name, type of inhaler, the dose and how many puffs? Do they have a spacer?		
3. What triggers your child’s asthma?		
4. Does your child need a blue inhaler before doing exercise/PE? If so, how many puffs		
5. Do you give consent for the following treatment to be given to your child as recognised by Asthma Specialists in an emergency? <ul style="list-style-type: none"> • Give 6 puffs of the blue inhaler via a spacer • Reassess after 5 minutes • If the child still feels wheezy or appears to be breathless they should have a further 4 puffs of the blue inhaler • Reassess after 5 minutes • If their symptoms are not relieved with 10 puffs of blue inhaler then this should be viewed as a serious attack: • CALL AN AMBULANCE and CALL PARENT • While waiting for an ambulance continue to give 10 puffs of the reliever inhaler every few minutes <p>YES / NO</p>		
Circle the appropriate statements		

- My child carries their own inhaler
- My child requires a spacer and I have provided this to the school office
- My child does not require a spacer
- I need to obtain an inhaler/spacer for school use and will supply this/these as soon as possible

We require **two** inhalers in school. One inhaler will be kept in your child’s classroom and one kept in Welfare. Inhalers must be clearly labelled with your child’s name and must be replaced before they reach their expiry date.

I agree to ensure that my child has in-date inhalers and a spacer (if prescribed) in school.

SIGNED: <i>(I am the person with parental responsibility)</i>	DATE:
NAME (PRINT):	

Please remember to inform the school if there are any changes in your child’s treatment or condition.

Thank you.

Parental Update (only to be completed if your child no longer has asthma)	
CHILD’S NAME: _____ no longer has asthma and therefore no longer requires an inhaler in school or on school visits.	
SIGNED: <i>(I am the person with parental responsibility)</i>	DATE:
NAME (PRINT):	

For office use:

	Provided by parent (Yes/No)	Location (delete as appropriate)	Expiry date	Date of phone call requesting inhaler/spacer	Date of letter (attach copy)
1 st inhaler		With pupil/In classroom			
2 nd inhaler Advised		In office/first aid room			



Spacer (if required)					
Record any further follow up with the parent/carer:					

Thomas A Becket Junior School

Dear Parent / Carer

USE OF EMERGENCY SALBUTAMOL INHALER - CONSENT FORM

CHILD'S NAME:	CLASS:	DATE:
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1. I can confirm that my child has been diagnosed with asthma.

***Yes / No**

2. My child has two working, prescribed, in-date inhalers, clearly labelled with their name held in school.

***Yes / No**

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.

***Yes / No**

Please delete as appropriate*

SIGNED:	DATE:
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NAME (PRINT):	
PARENT'S ADDRESS:	TEL NO: EMAIL:

Yours sincerely

Thomas A Becket Junior School

Example letter to send to parent/carer who has not provided an in-date inhaler. Please amend as necessary for the individual circumstances.

Dear [Name of parent]

Following today's phone call regarding [Name of pupil]'s asthma inhaler, I am very concerned that an inhaler has not been provided. You have stated on [name of pupil]'s Asthma Information Form that [name of pupil] requires an inhaler in school and you have agreed to provide an inhaler [and spacer]. Please ensure that:

- an inhaler
- a spacer

are provided without delay.

If [name of pupil] no longer requires an inhaler, please request his/her Asthma Information form from the school office and complete the parental update section.

Please be aware that in the absence of an inhaler, should [name of pupil] suffer an attack, staff will not be able to follow the usual Asthma Emergency inhaler procedures. They will be reliant on calling 999 and awaiting the Emergency Services.

Yours sincerely

Emergency asthma treatment

Asthma attacks & wheeziness

Signs of worsening asthma:

- Not responding to reliever medication
 - Breathing faster than usual
 - Difficulty speaking in sentences
 - Difficulty walking/lethargy
 - Pale or blue tinge to lips/around the mouth
 - Appears distressed or exhausted
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- Give **6 puffs of the blue inhaler via a spacer**
 - Reassess after 5 minutes
 - If the child still feels wheezy or appears to be breathless they should have a further **4 puffs of the blue inhaler**
 - Reassess after 5 minutes
 - **If their symptoms are not relieved with 10 puffs of blue inhaler then this should be viewed as a serious attack:**
 - **CALL AN AMBULANCE and CALL PARENT**
 - **While waiting for an ambulance continue to give 10 puffs of the reliever inhaler every few minutes**