



## ASTHMA POLICY

Headteacher	Summer 2018
Next Review	Summer 2020

# Woore Primary and Nursery School

### Introduction

- This school is an inclusive community that aims to support and welcome pupils with asthma.
- The school ensures all staff understand their duty of care to children and young people in the event of an emergency and all staff feel confident in knowing what to do in an emergency.
- This school understands asthma is serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- The school's asthma policy is drawn up using guidance from a wide range of local key stakeholders within both the school and health settings.
- This school has clear guidance on the administration of medicines at school.
- This school has clear guidance on the storage of medicines at school.
- This school has 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.

### Policy Guidelines

#### **School staff are informed about the asthma policy**

- At the start of year staff meeting and when new children with the condition start their education at Woore.
- At the relevant scheduled medical condition session training.
- The key principles of the policy are available in the headteachers office and reviewed on a two year cycle
- All supply and temporary staff are informed of the policy and their responsibilities.

#### **Parents and Pupils are informed and regularly reminded about the asthma policy**

- Through the sharing of the school's policies.
- In the school newsletter.
- In Personal Social and Health Education classes.
- The school website
- Through occasional information sharing from recognised organisations e.g. leaflets, posters etc.
- When their child is enrolled as a new pupil.

### **First-aiders receive asthma awareness training and are advised as what to do in an emergency**

- Staff at this school understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care, to act like any reasonably prudent parent. This may include administering medicines.
- Action advice for staff to take in an emergency, are displayed in prominent locations for **all** staff including classrooms, and the staff room.
- This school informs the appropriate staff (including supply teachers and support staff), of pupils in their care who may need emergency help.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows. Generally staff should not take pupils to hospital in their own car.

### **Administration - emergency medicines**

- All pupils at this school with asthma have easy access to their emergency medicines.
- 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.
- Pupils who do not carry and administer their own emergency medicines, should know where their medicines are stored and how to gain access.

The updated guidance advises from 1<sup>st</sup> October 2014 the Human Medicines (Amendment) (No.2) Regulations 2014 will allow schools to keep a salbutamol inhaler for use in emergencies.

**The emergency salbutamol inhaler should only be used by children, for whom written parental consent for the use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as a reliever medication.**

The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).

**Emergency volumatic spacers are used for single use only and will be replaced following usage.**

All emergency inhalers and spacers will be stored safely in the corridor/library area.

### **Administration - non-emergency medicine**

- All staff are aware that there is no legal or contractual duty for any member of staff to administer medicine or supervise a pupil taking medicines unless they have been specifically contracted to do so.
- Many members of staff are happy to take on the voluntary role of administering medicines and may administer prescribed and non-prescribed medicines to pupils under the age of 16, but *only with the written consent of the parent*.
- If a pupil refuses their medicine, staff should record this. Parents or carers should be informed as soon as possible.
- If a pupil needs supervision or access to medicine during home to school transport organised by the local authority, properly trained escorts are provided. All drivers and escorts who have the same training as staff, know what to do in a medical emergency and are aware of any pupils

in their care who have specific needs. If they are expected to supervise or administer emergency medication then they are properly trained.

- All staff attending off site visits should be aware of any pupils on the visit with asthma. They should receive information about what to do in an emergency and any other additional support necessary, including any additional medicines or equipment needed.
- If a pupil misuses medicines, either their own or another pupil's, their parents will be informed as soon as possible and they will be subject to the school's usual disciplinary procedures.

#### **Safe storage - emergency medicine**

- Emergency medicines are readily available to pupils who require them at all times during the school day or at off-site activities. These are stored safely in the staff room.
- Most pupils at this school carry their emergency medicine on them at all times. Pupils keep their own emergency medicines securely.
- Pupils are reminded to carry take their emergency medicines with them at all times.
- Pupils, whose healthcare professionals and parents advise the school that their child is not yet able or old enough to self manage and carry their own emergency medicines on them, know exactly where to access their emergency medicines.

#### **Safe storage - general**

- The Headteacher ensures the correct storage of medicines at school.
- Checks are made of the expiry dates for all medicines stored at school.
- The identified member of staff along with the parent of the pupil with asthma ensures that all emergency and non-emergency medicines brought to school are clearly labelled with the pupil's name, the name and dose of the medicine and the frequency of dose. This includes medicines that all pupils carry themselves.
- All medicines are supplied and stored, wherever possible, in their original containers. All medicines need to be labelled with the pupil's name, the name of the medicine, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Medicines are stored in accordance with instructions paying particular note to temperature.
- Some medicines for pupils at this school may need to be refrigerated. Refrigerators used for medicine storage are in the staffroom.
- All medicines are sent home with pupils at the end of the school year. Medicines are not stored in summer holidays.
- It is the parent's responsibility to ensure new and in-date medicines come into school on the first day of the new academic year.

#### **Safe disposal**

- Parents are asked to collect out of date medicines.
- If parents do not pick up out of date medicines or at the end of the school year medicines are taken to a local pharmacy for safe disposal.

#### **Record keeping**

- Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms. Any newly confirmed cases are added to the child's 'School Asthma Health Care Plan', (Appendix 1).
- 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 individuals with asthma in their care.
- The school ensures that **all staff** protect pupil confidentiality.

- Staff ensure that logs are made within class when inhalers have been used.
- A log book for the emergency inhaler is kept with the emergency inhaler kit.

### **Consent to administer medicines**

- If a child requires regular prescribed or non-prescribed medicines at school parents are asked to complete our written consent form.
- If a child 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.

### **Medicines form for residential trips**

Parents are sent a medicines form to be completed and returned to school shortly before their child leaves for an overnight or extended day trip. This form requests up to date information about the pupil's current condition and their overall health. This provides up to date information to relevant staff and school supervisors to help the pupil manage their condition while they are away including information about medicines not normally taken during school hours.

- The medicines form is taken by the relevant staff member to the off site trip and for all out of school hours activities along with a copy of the pupil's health care plan.
- All parents of pupils with asthma attending a school trip or overnight visit are asked for consent, giving staff permission to administer medicines at night or in the morning if required.
- The medical form also details what medicines and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

### **Other record keeping**

This school keeps an accurate record of each occasion an individual pupil is given or supervised taking medicines. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medicines administered, this is also recorded and parents are informed as soon as possible.

### **Physical Environment**

- This school is committed to providing pupils with a physical environment, which is accessible to pupils with asthma.
- This school's commitment to an accessible physical environment includes out of school visits and the school ensures these visits are accessible to all pupils. The school recognises that this sometimes means changing activities or locations.

### **Social interactions**

- This school ensures the needs of children and young people with asthma are adequately considered to ensure their involvement in structured and unstructured social activities during breaks and before and after school.
- This school ensures the needs of children and young people with asthma are adequately considered to ensure they have full access to extended school activities such as school discos, school productions, after school clubs and residential visits.
- All staff at this school are aware of the potential social problems that pupils with asthma may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti bullying and behaviour policies.
- Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of asthma amongst pupils and to help create a positive social environment.

### **Sport and physical activity**

- This school understands the importance of all pupils taking part in sports, games and activities.
- This school ensures all classroom teachers; sport coaches and PE teachers make appropriate adjustments to sports, games and activities to make physical activity accessible to all pupils.
- This school ensures all classroom teachers; PE teachers and sporting coaches understand that pupils with asthma should not be forced to take part in activity if they feel unwell.
- Teachers and coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- This school ensures all PE teachers, classroom teachers and school sport coaches are aware of the potential triggers for pupil's asthma when exercising and tips to minimise these triggers.
- This school ensures all pupils have the appropriate medicines or food with them during physical activity and that pupils take them when needed.
- This school ensures all pupils with asthma are actively encouraged to take part in out of school clubs and team sports.

### **Education and learning**

- This school ensures that pupils with asthma can participate fully in all aspects of the curriculum and ensures that the appropriate adjustments and extra support is provided.
- If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their condition.
- Teachers at this school are aware of the potential for pupils with asthma to have special education needs. Pupils with asthma having difficulties keeping up with their studies are referred to the SEN coordinator. The SEN coordinator consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

### **Residential trip**

- Risk assessments must be carried out for any out of school visit and asthma must be considered during this process. Factors to consider include how all pupils will be able to access the activities proposed, how routine and emergency medicines will be stored and administered and where help could be obtained in an emergency.
- There may be additional medicines, equipment or factors to consider when planning residential visits. These may be in addition to any medicines, facilities and healthcare plans that are normally available in school. These normally available facilities should be available during any school off site activity.

### **Roles and Responsibilities**

This school works in partnership with all interested and relevant parties including the school's governing body, all school staff, school nurses, parents, employers of school staff, healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

#### ***This school's employer has a responsibility to:***

- Ensure the health and safety of their employees (all staff) and anyone else on the premises or taking part in school activities (this includes pupils). 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 Headteacher 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, SEN coordinators, Welfare assistants, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, 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 supply teachers and new staff have access to the asthma policy.
- Maintain the school asthma register.
- Monitor and review the policy yearly, with input from staff and external stakeholders.

***All staff at this school has 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 pupils have asthma and be familiar with the content of their school asthma health care plan.
- Allow all pupils 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 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.
- Be aware of pupils with asthma who may be experiencing bullying or 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
- Ensure all pupils with asthma are not excluded from activities they wish to take part in
- Ensure pupils have the appropriate medicines with them during activity or exercise and are allowed to take it when needed.

***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 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.
- Provide the school with appropriate spare medicines labelled with their child's 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 has regular reviews with their doctor or specialist healthcare professional.

**Asthma Healthcare Plan**



Name of school/setting

--

Child's name

--

Group/class/form

--

Date of birth

--

Child's address

--

Date asthma diagnosed

--

**Family Contact Information**

Name

--

Relationship to child

--

Phone no. (work)

--

(home)

--

(mobile)

--

Name

--

Relationship to child

--

Phone no. (work)

--

(home)

--

(mobile)

--

--

**Clinic/Hospital Contact**

Name

--

Phone no.

--

GP Name

--

Phone no.


Who is responsible for providing support in school

--

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

Form copied to: (to be completed by the school asthma lead)

### **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.**