



## Asthma Policy

| Version No. | Date          | Approved by    | Review Frequency | Review Date   |
|-------------|---------------|----------------|------------------|---------------|
| 1           | February 2024 | Governing Body | Every 2 years    | February 2026 |

Lancasterian Primary School recognises that asthma is a prevalent, serious but manageable condition and we welcome all students with asthma.

As part of Asthma Friendly Schools, Lancasterian Primary school will:

- Advocate inclusion of asthmatic students ensuring they are not excluded from activities they wish to take part in
- Be clear on our procedures for the administration, management and storage of asthma inhalers and have designated asthma leads to ensure these are followed
- Commit to audit of procedures yearly
- Welcome parents/carers and students' views on how to improve the build of standards
- Keep parents/carers informed if their child has had medication during the school day or been unwell
- Ensure students have the appropriate medicines with them during activity or exercise and are allowed to take it when needed

### Record keeping

- It is a parent/carer responsibility to inform school on admission of their child's medical condition and needs.
- Lancasterian Primary School keeps an asthma register so we can identify and safeguard students with asthma; this is held in the medical room.
- Students with asthma will have a School asthma plan.
- The school will keep an accurate record of each occasion a student is given or supervised taking their inhaler.
- Parents/carers will be informed if a student uses their inhaler more than 3 times a week in excess of their usual requirements. If they also require their inhaler in addition to this 3 times or more, a letter should be sent to their parent/carer informing them on this.
- Parents/carers will be informed if a student refuses to have their inhaler and this is also recorded

### Parents/Carers' responsibilities

Parents/carers are required to ensure the school is aware of their child's needs. Parents' responsibilities include:

- Ensure the school has a complete and up-to-date asthma plan for their child that has been signed by a health professional such as a GP, hospital doctor, asthma nurse or practice nurse
- Inform the school about the medicines their child requires during outings, school trips, and out of school activities such as sports events
- Make sure that their child has their inhaler and spacer plus provide and additional inhaler and spacer to be left at school for their child. These must be labelled with their full name and date of birth and within their expiration dates
- Ensure that their child has regular reviews with their doctor or specialist healthcare professional
- To bring in to school new and in date medicines on the first day of the new academic year
- To fill in and sign any paperwork that the school requires such as consent forms for emergency salbutamol use

## **Teachers' responsibilities**

- Read and understand the school's asthma policy
- Being aware of the potential triggers, signs and symptoms of asthma and know what to do in an emergency
- Know which students have asthma and be familiar with the content of their individual health plan
- Allow all students 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 students who carry their medicines with them, have them when they go on a school trip or out of the classroom
- Be aware that asthma can affect a student's learning and provide extra help when needed
- Be aware of children with asthma who may need extra social support
- Liaise with parents, the student's healthcare professionals, and welfare officer if a child is falling behind with their work because of their condition
- Use opportunities such as Personal Social Health Education (PSHE) to raise pupil awareness about asthma
- Understand asthma and the impact it can have on students. (Students should not be forced to take part in activity if they feel unwell) If school identify a pattern or are concerned about an individual student they will inform parent/carer and advise medical advice should be sought
- Ensure students with asthma are not excluded from activities they wish to take part in
- Ensure students have the appropriate medicines with them during activity or exercise and are allowed to take it when needed

## **School Asthma Leads responsibilities**

Asthma Lead 1 (Verónica Montes) and Asthma Lead 2 (Tina Beach) are delegated responsibility by the Head Teacher to ensure:

- Schools have an adequate supply of Emergency kits and know how to obtain these from their local pharmacy
- Procedures are followed
- All children on the register have consent status recorded, an inhaler, a spacer and a care plan
- Expiry dates are checked monthly and impending expiry date are communicated to parent/carer
- Replacement inhalers are obtained before the expiry date
- Empty/out of date Inhalers are disposed of
- Register is up-to date and accessible to all staff
- Training is up-to-date

## **All Staff responsibilities**

- Attend asthma training yearly at the annual staff conference
- Know what the procedures are and relevant staff will know which students have asthma, be familiar with their care plan
- Communicate parental concerns and updates to the asthma leads
- Inform the Asthma Lead if a school emergency inhaler has been used
- Record inhaler usage
- Staff must also record the usage in the main asthma register located in the medical room stating that it is the schools Emergency Inhaler that has been used
- All students with asthma must have easy access to their reliever inhaler and spacer
- All students are encouraged to carry and administer their own inhaler when their parents/carers and health care provider determine they are able to start taking responsibility for their condition
- Students, who do not carry and administer their own emergency medicines, should know where their inhalers are stored
- All staff attending off site visits should be aware of any students on the visit with asthma. They should be trained about what to do in an emergency

- If a student misuses medicines, either their own or another student, their parents will be informed as soon as possible

### **PE/Activities**

- We will ensure that the whole school environment, which includes physical, social, sporting and educational activities, is inclusive and favorable to students with asthma
- Teachers will be sensitive to students who are struggling with PE and be aware that this may be due to uncontrolled asthma. Parents should be made aware so medical help may be sought.
- Staff are trained to recognize potential triggers for pupil's asthma when exercising and are aware of ways to minimise exposure to these triggers
- Teachers should be aware of students' with asthma needs during PE and administer their inhalers when needed, before during or after PE
- We ensure out of school visits/trips are accessible to all students
- Children with asthma will have equal access to extended school activities, after school clubs and residential visits
- Staff will have training and be aware of the potential social problems that students with asthma may experience this enables us to prevent and deal with problems in accordance with the school's anti bullying and behavior policies
- Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of asthma amongst students and to help create a positive social environment and eliminate stigma. School staff understand that pupil's with asthma should not be forced to take part in activity if they feel unwell
- In an emergency situation school staff are required under common law duty of care, to act like any reasonable parent. This may include administering medicines. We have posters on display in school that reiterates the steps to take during an emergency

### **School environment**

Lancasterian Primary School does all that it can to ensure the school environment is favorable to children with asthma. We have a definitive no-smoking policy. As far as possible we do not use chemicals in science and art lessons that are potential triggers for children with asthma.

### **Students who miss time off school due to their asthma**

As a school we monitor student absence, if a student is missing a lot of time off school due to their asthma or we identify they are constantly tired in school, staff will make contact with the parent/carer to work out how we can support them.

The school may need to speak with the School Nurse or other health professional to ensure the student's asthma control is optimal.

### **Asthma attacks**

#### **The signs of an asthma attack are**

- Persistent cough(when at rest)
- A wheezing sound coming from the chest (when at rest)
- Difficulty breathing
- Nasal flaring
- Unable to talk or complete sentences
- May try to tell you their chest 'feels tight'

**CALL AN AMBULANCE IMMEDIATELY AND COMMENCE THE ASTHMA ATTACK PROCEDURE WITHOUT DELAY IF THE CHILD**

- Appears exhausted

- Has a blue/white tinge around lips
- Is going blue
- Has collapsed

### **Procedure in the event of an asthma attack in school**

- We will keep calm and reassure the child
- We will encourage the child to sit up and slightly forward
- We will use the child's own inhaler-if not available, use the emergency inhaler
- We will remain with the child while the inhaler and spacer are brought to them. (No student will ever be sent to get their inhaler in this situation, the inhaler must be brought to the student)
- We will immediately help the child to take two separate puffs of salbutamol via the spacer
- If there is no immediate improvement, we will continue to give two puffs at a time every two minutes, up to a maximum of 10 puffs
- We will stay with the child until they feel better. The child can return to school activities when they feel better
- If the child does not feel better or we are worried at any time before you have reached 10 puffs, we will CALL 999 FOR AN AMBULANCE and then contact the parent/carer
- if an ambulance does not arrive in 10 minutes give another 10 puffs in the same way

### **The emergency kit**

School emergency inhalers should be only used by children, who have been diagnosed with asthma, and prescribed a reliever inhaler; or who have been prescribed a reliever inhaler; and for whom written parental consent for use of the emergency inhaler has been given. The use of an emergency asthma inhaler should also be specified in the pupil's asthma plan. The emergency inhaler can be used if the pupil's prescribed inhaler is not available (i.e. broken or empty).

An **emergency asthma inhaler kit** should include:

- a salbutamol metered dose inhaler
- at least two disposable spacers
- instruction on using the inhaler and disposable spacer
- instructions on cleaning and storing the inhaler
- manufacturers' information
- a check list of inhalers, identified by their batch number and expiry date, with monthly checks recorded
- a note of the arrangements for replacing the inhalers and spacers
- a list of children permitted to use the emergency inhaler as detailed in their individual healthcare plans
- record of administration (i.e. when the inhaler has been used)

### **Safe Storage and care of the inhaler**

Verónica Montes and Tina Beach are the two named volunteers who have responsibility for ensuring that:

- On a monthly basis the inhaler and spacers are present and in working order, and the inhaler has sufficient number of doses available
- All inhalers are supplied and stored, wherever possible, in their original containers.
- All inhalers are labelled and kept in the medical room except for nursery children who store them in the nursery kitchen
- The replacement inhalers are obtained when expiry dates approach
- The plastic inhaler housing (which hold the canister) has been cleaned, dried and returned to storage following use, or that replacements are available is necessary
- Emergency medicines are available to students who require them at all times during the school day whether they are on or off site
- Students who are self-managing are reminded to carry their inhalers and spacers with them at all times

- All inhalers and spacers are sent home with students at the end of the school year. Medicines are not stored in school over the summer holidays

#### **Safe disposal**

- Parents are responsible for collecting out of date medicines from school
- A named member of staff is responsible for checking the dates of medicines and arranging for the disposal of those that have expired. This check is done at least three times a year.
- Lancasterian Primary School is registered as a lower tier waste carrier so we can dispose of expired emergency inhalers (Registration number CBDL272878)
- Manufactures' guidelines usually recommend that spent inhalers are returned to the pharmacy to be recycled