

# STANBURN PRIMARY SCHOOL



## Asthma Policy

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| Last Reviewed:         | April 2024    |
| Committee responsible: | N/A           |
| Next Review Date:      | April 2025    |
| Approved by:           | Mrs E D'Souza |

# Asthma Policy

## Background

This policy has been written with advice from the Department for Education & Skills, Asthma UK, the Local Education Authority, local healthcare professionals, the school health service, parents/carers, the governing body and pupils. 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 (the local education authority) and pupils. Supply teachers, new staff and all children and families admitted to the school are also made aware of the policy.

## The school:

- ensures that pupils with asthma can and do participate fully in all aspects of school life, including art lessons, PE, science, visits, outings or field trips and out-of-hours clubs by requesting external providers of extra-curricular activities adhere to this policy whilst operating activities on the school premises;
- recognises that pupils with asthma need immediate access to reliever inhalers at all times. These will be situated in designated areas of the school;
- keeps a record of all pupils with asthma and the medicines they take;
- ensures that the whole school environment, including the physical, social, sporting and educational environment, is favourable to pupils with asthma;
- ensures that all pupils understand asthma, e.g. through PSHE lessons and regular assemblies
- ensures that all staff (including support staff) who come into contact with pupils with asthma know what to do if a child suffers an asthma attack and have had the appropriate training from the designated School Nurse;
- will work in partnership with all interested parties including the child, their parents/carers, the school's governing body, all school staff, school nurses, employers of school staff, doctors, nurses and pupils to ensure the policy is planned, implemented and maintained successfully.

## Asthma medicines protocol

- Immediate access to reliever medicines is essential;
- parents/carers are asked to ensure that the school is provided with a labelled reliever inhaler, spacer without mask (unless advised otherwise by GP);
- school staff are not required to administer asthma medicines to pupils (except in an emergency), however where a child needs help to administer their inhaler exceptions can be made in agreement with the parent, Class Teacher and Welfare Staff;
- all school staff will let pupils take their own medicines when they need to;
- inhalers are available in classrooms which are placed in red bags placed near the classroom doors. These bags are taken out with the class at all times. This included break and lunch times as well as PE lessons, music lessons and any other outdoor activity;
- where an inhaler has been administered welfare must be informed so that they can inform parents;
- emergency inhalers are also available in designated locations around the school. These include upper school, lower school, PE cupboard, library and music room. These are single use only;
- staff will provide timely reminders to parents/ carers of their responsibility to ensure pupils have in date asthma medicines with them before they go on school trips/swimming/residential trips; Alternative arrangements will need to be agreed with the parent/carers.

## **Record keeping**

At the beginning of each school year or when a child joins the school, parents, carers and legal guardians are asked if their child has any medical conditions on their enrolment form. All parents with children with medical needs are required to sign the relevant forms, issued by the welfare team.

## **Exercise and activity – PE and games**

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 medical register.

Pupils with asthma are encouraged to participate fully in all PE lessons. 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.

## **Out-of-hours sport**

There has been a large emphasis in recent years on increasing the number of children and young people involved in exercise and sport in and outside of school. The health benefits of exercise are well documented and this is also true for children and young people with asthma. It is therefore important that the school facilitates the involvement of pupils with asthma as much as possible in after school clubs.

Teachers and school sport coaches are aware of the potential triggers for pupils with asthma when exercising and know tips to minimise these triggers and what to do in the event of an asthma attack. Contracts with external providers require that all staff and sports coaches have had the appropriate training from the Designated School Nurse on recognising and responding to asthma.

## **Making the school asthma-friendly**

- The school ensures that all pupils understand asthma
- Asthma is covered within PSHE and RHE lessons and in assemblies, so that pupils are aware of the needs of others and how to report if they think another pupil may need help due to an asthma attack
- All staff who come into contact with pupils with asthma know what to do in the event of an asthma attack. In the event of an asthma attack the school follows the procedure outlined by Asthma UK in its School Asthma Pack.

## **When a pupil is falling behind in lessons**

If a pupil is missing a lot of time at school or is always tired because their asthma is disturbing their sleep at night, the Class Teacher will initially talk to the parents/carers to work out how to prevent their child from falling behind. If appropriate, the Teacher will then talk to the Designated School Nurse and SENDCO about the pupil's needs.

## **Roles and responsibilities**

### **Employers have 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. Employers therefore have a responsibility to ensure that an appropriate Asthma Policy is in place and that it is effectively monitored and regularly updated

**The Headteacher has a responsibility to:**

- ensure the implementation of an individually tailored school Asthma Policy with the help of school staff, School Nurse, Local Education Authority advice and the support of their employers and national guidance;
- liaise between interested parties – the child, parents/carers, school staff, School Nurses, Governors, the school health service and pupils;
- ensure the plan is put into action, with good communication of the policy to everyone;
- ensure every aspect of the policy is maintained ;
- assess the training and development needs of staff and arrange for them to be met;
- ensure all supply teachers, new staff and pupils know the school Asthma Policy;
- regularly monitor the policy and how well it is working ;
- ensure that Welfare staff regularly check the expiry date of all the inhalers and maintain the school asthma register.

**School staff:**

**All school staff have a responsibility to:**

- understand the school Asthma Policy ;
- know which pupils they come into contact with who have asthma;
- know what to do in an asthma attack;
- allow pupils with asthma immediate access to their reliever inhaler;
- tell parents/carers if their child has had an asthma attack;
- tell parents/carers if their child is using more reliever inhaler than they usually would;
- ensure pupils have their asthma medicines with them before any school trip and be aware that a pupil may be tired because of night-time symptoms;
- keep an eye out for pupils with asthma experiencing bullying;
- liaise with parents/carers, the School Nurse and the SENDCO if a child is falling behind with their work because of their asthma;
- receive training by the Designated School Nurse.

**Staff members who teach PE have a responsibility to:**

- understand asthma and the impact it can have on pupils. Pupils with asthma should not be forced to take part in an activity if they feel unwell. They should also not be excluded from activities that they wish to take part in if their asthma is well controlled. If a pupil has asthma symptoms while exercising, allow them to stop, take their reliever inhaler and as soon as they feel better allow them to return to activity. (Most pupils with asthma should wait at least five minutes);
- remind pupils with asthma whose symptoms are triggered by exercise to use their reliever inhaler immediately before warming up;
- ensure pupils with asthma always warm up and down thoroughly.

**The School nurse has a responsibility to:**

- help review the school Asthma Policy;
- train staff in supporting pupils with asthma;
- provide support for school staff in managing asthma;

- have refresher training every year.

**How should the school asthma register be kept up to date:**

- welfare staff should have responsibility for the school asthma register. Part of the responsibility should be to ensure that the expiry dates of all inhalers are checked every six months;
- welfare staff should also ensure that all parents/carers are asked every year if their child has asthma;
- once the asthma register forms are completed by the parents/carers they are required to date/sign the forms;
- it is the responsibility of the welfare staff to keep the master copy of a list of children who have asthma;
- if there are any changes to the pupils' medical condition, it is amended by welfare staff with the consent of the parents/carers. All staff working with children have access to this information.

**Doctors and asthma nurses have a responsibility to:**

- ensure the child or young person knows how to use their asthma inhaler (and blue spacer) effectively;
- provide the school with information and advice if a child or young person in their care has severe asthma symptoms (with the consent of the child or young person and their parents);
- Each child will have a medical information form detailing a child's condition and how can they can be supported to manage their asthma

**Pupils will be expected to:**

- treat other pupils with and without asthma equally;
- let any pupil having an asthma attack take their reliever inhaler (usually blue) and ensure a member of staff is called;
- tell their parents/carers, Teacher or PE Teacher when they are not feeling well;
- treat asthma medicines with respect;
- know how to gain access to their medicine in an emergency;
- know how to take their own asthma medicines.

**Parents/carers have a responsibility to:**

- tell the school if their child has asthma and 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 and ensure that up to date medication is available to the school before the school trip takes place and to ensure that their child's reliever inhaler is within its expiry date;
- 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 asthma (for example, if their symptoms are getting worse or they are sleeping badly due to their asthma);
- 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 asthma reviews with their doctor or asthma nurse (every six to 12 months).