

# South Cave C of E Primary School

## Asthma Policy



**October 2018**

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## **School Nurse:**

– Jacqui Scott, School Nurse Specialist Practitioner,  
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Further information

**Asthma UK** [www.asthma.org.uk](http://www.asthma.org.uk)

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# Policy Statement

This policy has been written with advice from Asthma UK and the Department for Children, Schools and Families in addition to advice from healthcare and education professionals.

South Cave C of E Primary School recognises that asthma and recurrent wheezing are important conditions affecting increasing numbers of school age children. South Cave C of E Primary School welcomes pupils with asthma.

South Cave C of E Primary School encourages all children to achieve their full potential in all aspects of life by having a clear policy and procedures that are understood by school staff, parents/carers and by pupils.

All staff who have contact with these children are given the opportunity to receive training from the school nursing team/specialist nurses. Updates for training are offered at regular intervals and this school will ensure attendance by staff. This will take place at least every two years and more often if there are pupils within the school who have significant asthma symptoms or there are significant changes to the management of asthma in children.

Developing and implementing an asthma policy is essential for all schools.

## Indemnity

School staff are not required to administer asthma medication to pupils except in an emergency. However many staff may be happy to give routine medication on the advice of an appropriate healthcare professional. School staff who agree to administer asthma medication are insured by relevant authorities when acting in agreement with this policy.

All school staff will allow pupils **immediate** access to their own asthma medication when they need it.

# What is asthma?

Asthma is a common condition which affects the airways in the lungs. Symptoms occur in response to exposure to a trigger e.g. pollen, dust, smoke, exercise etc. These symptoms include cough, wheeze, chest tightness and breathlessness. Symptoms are usually easily reversible by use of a reliever inhaler but all staff must be aware that sufferers may experience an acute episode which will require rapid medical or hospital treatment.

## Medication

Only reliever inhalers should be kept in school. Usually these are blue in colour.

### **Immediate access to reliever inhaler is vital.**

Children aged 7 years and over who are considered sufficiently mature are encouraged to carry their own inhaler with them, at the discretion of the parent/carer and teacher. Otherwise the inhaler must be kept wherever the child is at any time eg class, hall, playground etc.

N.B. inhalers should not be stored in the school office or similar as this will not allow quick enough access in an emergency.

As a guideline it is recommended that:

### **Key Stage 1**

Inhalers and spacers will be kept by the teacher in the classroom in a designated place, of which pupils will be made aware. However, if the child or class moves to another area within the school, the inhaler will be taken too. Good practice indicates that a spare inhaler is kept in school for staff to use if the original runs out or is lost.

### **Key Stage 2**

Pupils will carry their own inhalers with them at all times. Good practice indicates that a spare inhaler is kept in school by the teacher for use if the original runs out or is lost.

**Children, who are able to identify the need to use their medication, should be allowed to do so, as and when they feel it is necessary.**

# Record Keeping

When a child with asthma joins this school, parents/carers will be asked to complete a form, giving details of the condition and the treatment required. Information from this form will be used to compile an 'Asthma Register' which is available for all school staff. This register will be updated at least annually or more frequently if required using the information supplied by the parent/carer.

All pupils with an inhaler will have Asthma Plan, containing asthma emergency information. This form will be completed with consultation from parents/carers and pupils (if appropriate). A copy of this plan will be shared with their class teacher, along with the Signs of Asthma flow chart for reference. Copies of all plans will be stored centrally and on the computer staff shared area for all staff to gain access to; the main first aider (Mrs Julia Poole) will also have copies of all plans. See appendices at end of policy for a sample plan.

# Physical Education

Taking part in sports is an essential part of school life and important for health and well-being and children with asthma are encouraged to participate fully.

Symptoms of asthma are often brought on by exercise and therefore, each child's labelled inhaler will be available at the site of the lesson.

Certain types of exercise are potent triggers for asthma e.g. cross country running and field activities. Any child who knows that an activity will induce symptoms will be encouraged to use their reliever inhaler prior to exercise, will carry it with them and will be encouraged to warm up prior to participating and cool down after. The inhaler must be readily available to the pupil throughout the P.E lesson/sports activity.

# School trips/residential visits

No child will be denied the opportunity to take part in school trips/residential visits because of asthma, unless so advised by their GP or consultant.

The child's reliever inhaler will be readily available to them throughout the trip, being carried either by the child themselves or by the supervising adult in the case of Key Stage 1 children. For residential visits, staff will be trained in the use of regular controller treatments, as well as emergency management. It is

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the responsibility of the parent/carer to provide written information about all asthma medication required by their child for the duration of the trip. Parents/carers must be responsible for ensuring an adequate supply of medication is provided.

Group leaders will have appropriate contact numbers with them.

## Training

On a bi-annual basis, **all** staff will receive training on signs and symptoms of asthma and how to treat it.

## Asthma education for pupils

It is recommended that all pupils should be educated about asthma. This could be through PSHE, drugs education, assemblies etc. Support for this may be available from your school nurse or the paediatric asthma specialist nurse team.

## Concerns

If a member of staff has concerns about the progress of a child with asthma, which they feel may be related to poor symptom control, they will be encouraged to discuss this with the parent/carer and/or school nurse.

## Storage of Inhalers

The following good practice guidelines for the storage of inhalers will be followed:

1. Inhalers will **NEVER** be locked away or kept in the school office.
2. All children with asthma will have rapid access to their inhalers as soon as they need them.
3. Devices will always be taken with the child when moving out of the classroom for lessons, trips or activities.
4. Staff will be aware of the location of all emergency inhalers and spacers.

## **NB**

**In the unlikely event of another pupil using someone else's blue inhaler there is little chance of harm. The drug in reliever inhalers is very safe and overdose is very unlikely.**

## **Colds/ Viruses**

When a child has a cold it is sometimes necessary for him/her to use their regular reliever inhaler for a few days. Therefore a parent/carer may ask you to administer the blue inhaler every lunchtime for approximately 1 week. The number of puffs will be advised by the parent/carer but may be anything between 4 and 8 puffs.

This does not replace using the inhaler as and when needed – it is in addition to this.

Children should not be taking their reliever inhaler every break/lunch time 'just in case' of symptoms. This is not a recommended practice.

However, if a parent requests this, the school should administer the dose as requested and ask the parent to seek written clarification from their GP/Practice Nurse regarding this.

## **Emergency Procedures**

See the flow chart, appendix 1, which outlines the action to be taken in an emergency. Good practice suggests that copies are printed and displayed in the school office, staff room and relevant locations including classrooms where a pupil is known to have severe asthma.

## **Emergency Inhalers**

There are 2 ways to obtain emergency inhalers for the school.

Inhalers and spacers can be purchased by the school for emergency use as recommended in *Guidance on the use of emergency salbutamol inhalers in schools (DoH September 2014)*. See appendices at the end of policy for a sample letter.

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In Hull and East Yorkshire schools, the local charity (Reg charity No. 1164031 ) Breathe for Cameron raise funds to supply, free of charge, inhalers and spacers for emergency use in schools. These can be obtained by emailing the charity at: info@breathecharity.org.uk

In an **emergency**, where a child, who is a **known asthmatic and on the school asthma register is experiencing significant symptoms and** has not got their own blue inhaler with them or it is found to be empty, broken or out of date, it is acceptable to use the schools emergency inhaler and spacer (stored in the front office).

If the emergency inhaler is unobtainable, then, in a situation where a child who is on the asthma register, is having severe symptoms, it is acceptable to borrow a reliever inhaler and spacer from another child.

This should then be recorded in the child's records and parent/carer informed.

## **Cleaning of the emergency inhaler and spacer**

Following use, the spacer should be cleaned by either:

a). Putting it into a dishwasher if available and leaving it to dry thoroughly before putting it away

or

b) Washing it thoroughly in hot soapy water and leaving it to air dry thoroughly before putting away.

The casing of the inhaler can also be cleaned by removing the aerosol from the casing, wash and dry the casing and lid thoroughly before replacing the aerosol. Spray to check the inhaler is working effectively and replace the lid.

# Responsibilities

## **Parents/Carers have a responsibility to:**

- Tell the school that their child has asthma
- Ensure the school has complete and up to date information regarding their child's condition, along with supporting the completion of the Asthma Emergency Plan.
- Inform the school about the medicines their child requires during school hours.
- Inform the school of any medicines their child requires while taking part in visits, outings or field trips and other out of school activities.
- Inform the school of any changes to their child's medication.
- Inform the school if their child is or has been unwell which may affect the symptoms e.g. symptoms worsening or sleep disturbances due to symptoms.
- Ensure their child's inhaler (and spacer where relevant) is labelled with their child's name.
- Provide the school with a spare inhaler labelled with their child's name.
- Regularly check the inhalers kept in school to ensure there is an adequate amount of medicine available and that it is in date.
- Provide appropriate clothing for cold weather, in particular a scarf.

## **All school staff (teaching and non-teaching) have a responsibility to:**

- Understand the school asthma policy.
- Know which pupils they come into contact with have asthma.
- File Asthma Emergency Plans, for pupils in their class, in the class red folder and refer to them when needed.
- Know what to do in an asthma attack.
- Allow pupils with asthma immediate access to their reliever inhaler.
- Inform parents/carers if a child has had an asthma attack.
- Inform parents/carers if they become aware of a child using more reliever inhaler than usual.
- Ensure inhalers are taken on external trips/outings.
- Be aware that a child may be more tired due to night time symptoms.
- Liaise with parents/carers, school nurse, SENCo etc. if a child is falling behind with their work because of asthma.

Further Information can be obtained from:

**Asthma UK:** [www.asthma.org.uk](http://www.asthma.org.uk)

**Paediatric Respiratory Specialist Nurse Team**

The Craven Building

Hull Royal Infirmary

Anlaby Road

Hull

HU3 2JZ

Tel: 01482 675544

Mobile: 07964686783

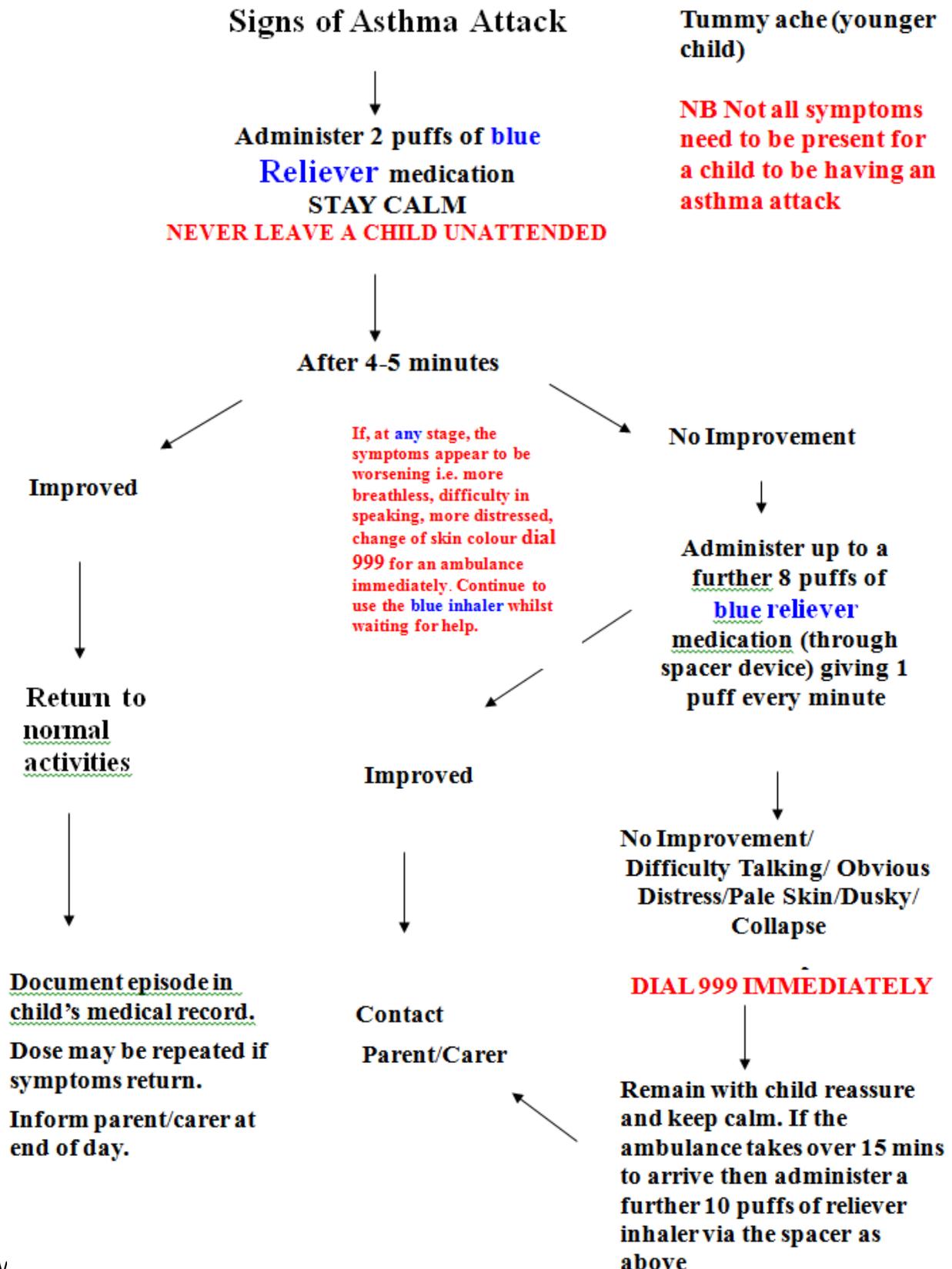
Email: [daryl.perkins@hey.nhs.uk](mailto:daryl.perkins@hey.nhs.uk)

## Signs of Asthma Attack

### Signs & Symptoms

Cough  
Wheezing  
Tight Chest  
Shortness of Breath  
Tummy ache (younger child)

**NB Not all symptoms need to be present for a child to be having an asthma attack**





## South Cave CE (VC) Primary School

Church Street, South Cave, Brough, East Riding of Yorkshire. HU15 2EP

Tel: 01430 422526

Email: [office@scps.eriding.net](mailto:office@scps.eriding.net)

website: [www.southcaveprimary.co.uk](http://www.southcaveprimary.co.uk)

Headteacher: Mrs. J. Newby

Date

Dear Pharmacist

Please can I place an order for the following items to be used as emergency treatment in the management of asthma as per School Asthma Policy January 2017 and in line with: *Guidance on the use of emergency salbutamol inhalers in schools (DoH September 2014)*.

Salbutamol Metered Dose Inhaler 100mcgs

Volumatic Spacer Device with Mask (or Aerochamber Plus with mask for child)

Yours Sincerely

Mrs Julie Newby

Head Teacher

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**Consent form:  
Use of emergency Salbutamol Inhaler  
South Cave C of E 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: \_\_\_\_\_

Parents' address and contact details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_



## South Cave CE (VC) Primary School

Church Street, South Cave, Brough, East Riding of Yorkshire. HU15 2EP

Tel: 01430 422526

Email: [office@scps.eriding.net](mailto:office@scps.eriding.net)

website: [www.southcaveprimary.co.uk](http://www.southcaveprimary.co.uk)

Headteacher: Mrs. J. Newby

Child's name:

Class:

Date:

Dear

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 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 child seen by your own doctor as soon as possible.

Yours Sincerely

Mrs J Newby  
Head Teacher

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## ASTHMA EMERGENCY INFORMATION

This plan should be produced by parents, school and the specialist/school nurse and if necessary a copy sent to the child's plan.

Child's name		<b>Child's Photo</b>
Class/form		
Date of Birth		
School Year		
Parent/Carer Name(s)		
Home Contact Number		
Mobile Contact Number		
GP/Medical Centre Number		
School Nurse Number		

Known triggers	
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Location of medication in school	
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Designated school health official	
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Instructions for reliever inhaler use (please tick the appropriate statement)	
<input type="checkbox"/>	My child does <b>not</b> understand the proper use of his/her inhaler and requires help to administer them.
<input type="checkbox"/>	My child understands the proper use of his/ <del>her</del> asthma medications and, in my opinion, can carry and use their inhaler at school independently; notifying the designated school health official after using their inhaler.

I give permission for school personnel to share this information with all school staff, follow this plan and administer medication.

If necessary, I also give permission for the school to contact our GP/School Nurse and in the case of an emergency, this plan may be passed to medical professionals.

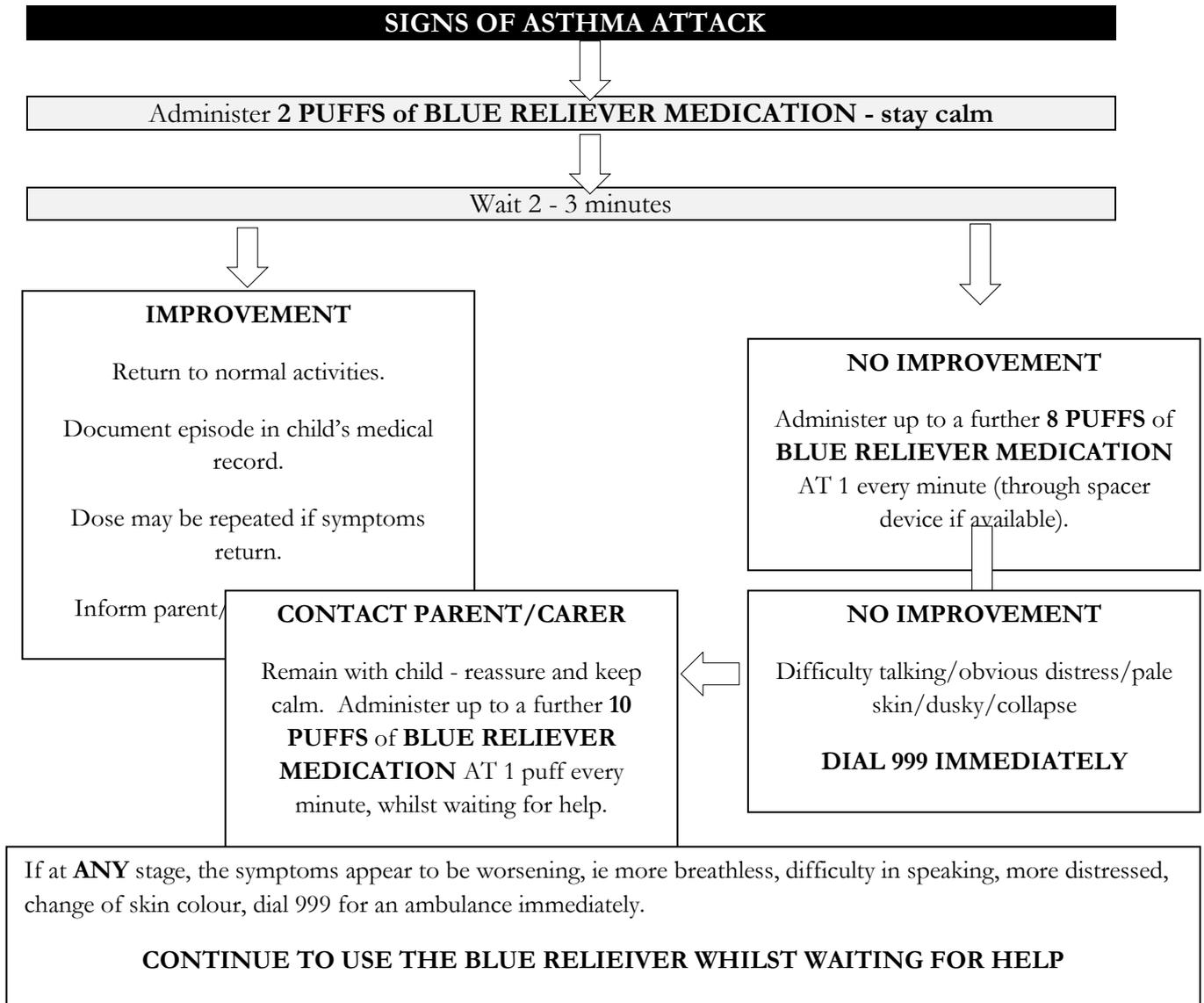
I assume full responsibility for providing the school with prescribed medication and delivery devices. I approve this Asthma Care Plan for my child.

Parent/s signature	Date
School Nurse signature	Date
Headteacher's signature	Review Date

### SIGNS OF ASTHMA ATTACK

- Cough.
- Wheezing.
- Tight chest.
- Shortness of breath.
- Tummy ache (younger child).

**NB Not all symptoms need to be present for a child to be having an asthma attack.**



If at **ANY** stage, the symptoms appear to be worsening, ie more breathless, difficulty in speaking, more distressed, change of skin colour, dial 999 for an ambulance immediately.