



# Asthma Policy

<b>Policy Date:</b>	January 2024	<b>Version: 1</b>	
<b>Policy Review Date:</b>	January 2027	Headteacher: Nitash Odedra	<i>N. Odedra</i>
<b>Ratified by Governing Body:</b>			
Chair of Governors: Sue Welford		Insert Signature	<i>Sue Welford</i>

## **Statement of Intent**

We recognise 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, parents/carers and pupils. This policy should be read with special reference to the Administration of Medicines guidance, the Special Educational Needs Policy and the Equality Scheme.

## **Aims**

Through this policy we want to ensure pupil health and safety with particular regard to those who suffer from asthma. We also want to ensure 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 other out-of-hours school activities.

## **Asthma medicines**

- Immediate access to reliever medicines is essential. The reliever inhalers of children are clearly labelled and kept in the office.
- Parents/carers are asked to ensure that the school is provided with a labelled spare reliever inhaler in case the pupil's own inhaler runs out, or is lost or forgotten. This will be kept in a secure cupboard in the medical room so that it is easily accessible at lunchtimes and break times. All inhalers must be in the original box, clearly labelled by the pharmacy with the child's name by the parent/carer.
- School staff are not required to administer asthma medicines to pupils (except in an emergency), however many of the staff at this school are happy to do this. School staff who agree to administer medicines are insured by the Local Authority when acting in agreement with this policy. All school staff will let pupils take their own medicines when they need to.

## **Record keeping**

- At the beginning of each school year or when a child joins the school, parents/carers are asked if their child has any medical conditions including asthma on their enrolment form.
- All parents/carers of children with asthma are consequently sent an *Asthma UK School Asthma Card*. These should be completed by the practice nurse at the child's GP surgery. The school nurse is also able to give support to parents/carers in completing asthma cards. Parents/carers are asked to return them to the school. From this information the school keeps its asthma register, which is available to all school staff. Teachers are given a medical

register which should be easily available for support/supply staff and which should be kept in the class planning folder. The planning folder should be available for supply staff if the class teacher is absent. *School Asthma Card* are then sent to parents/carers of children with asthma to be completed. Parents/carers are also asked to update or exchange the card for a new one if their child's medicines, or how much they take, changes during the year.

### **Asthma Register**

It is important to identify all pupils at school with asthma so that all school staff and supply teachers are aware of the pupils with asthma and their asthma triggers. An asthma register will:

- help inform staff and supply teachers about the individual needs of pupils with asthma
- allow important contact details for pupils with asthma to be kept in one central location
- assist the school and parents/carers to ensure asthma medicines kept at school are within the expiry date
- Help the school identify common asthma triggers that they can reduce or control in the school environment
- allow pupils with asthma to participate more fully in all aspects of school life.

**It is the responsibility of parents/carers to provide the school with details of what medicines their child is taking during the school day.**

### **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. 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. Pupil's inhalers (labelled) should be put in a box and taken by the class teacher if the child is participating in a sports activity away from the school site e.g. swimming, sports fixture. If a pupil needs to use his/her inhaler during a lesson they will be encouraged to do so.

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

We are committed to increasing the number of children 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 involve pupils with asthma as much as possible in after school clubs.

## **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 school nurse and special education needs coordinator about the pupil's needs.

The school recognises that it is possible for pupils with asthma to have special educational needs due to their asthma.

## **Asthma attacks**

In the event of an asthma attack the school follows the procedure outlined by Asthma UK in its *School Asthma Pack*. This procedure is visibly displayed in the medical room.

## **Roles and responsibilities**

### **The Local Authority**

- provide indemnity for staff who volunteer to administer medicine to pupils with asthma who need help.

### **Head teachers**

The Head teacher has a responsibility to:

- plan a school asthma policy with the help of school staff, school nurses, local authority advice and in line with any devolved national guidance
- liaise between interested parties – school staff, school nurses, parents/carers, 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 and new staff know the school asthma policy

- regularly monitor the policy and how well it is working
- delegate a staff member to check the expiry date of spare reliever inhalers and maintain the school asthma register
- report back to governors about the school asthma policy.

### **Attendance and welfare officer**

The admin officer is responsible for:

- maintaining the school asthma register and communicating changes to relevant staff. Part of this responsibility is to ensure that the expiry dates of all spare reliever inhalers at school are checked every six months.
- ensuring that all parents/carers are asked every year if their child has asthma.
- ensuring that a follow up letter, along with an asthma card, is sent to all parents/carers of children and young people with asthma (see appendix 1)
- ensuring that cards are completed and received back into school; that they are stored correctly along with all reliever inhalers

### **School staff**

All school staff have a responsibility to:

- understand the school asthma policy
- know which pupils they come into contact with 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 is usual
- ensure pupils have their asthma medicines with them when they go on a school trip or out of the classroom
- ensure pupils who have been unwell catch up on missed school work
- be aware that a pupil may be tired because of night-time symptoms
- keep an eye out for pupils with asthma to ensure they do not experience bullying

- ensure that the medical register is seen and understood by adults who work in classrooms and that these are available to be seen by supply staff
- liaise with parents/carers, the school nurse and the special educational needs coordinator if a child is falling behind with their work because of their asthma.

### **School nurses**

School nurses have a responsibility to:

- Help plan/update the school asthma policy
- provide information about where schools can get training if they are not able to provide specialist training themselves.

### **Individual doctor/asthma nurse of a child with asthma**

Doctors and asthma nurses have a responsibility to:

- ensure the child or young person knows how to use their asthma inhaler (and 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/carers)

### **Pupils**

Pupils have a responsibility to:

- treat other pupils with and without asthma equally
- ensure a member of staff is called if a pupil has an asthma attack
- tell their parents/carers, teacher or another adult in school 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**

Parents/carers have a responsibility to:

- tell the school if their child has asthma
- ensure the school has a complete and up-to-date school asthma card 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 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 asthma (for example, if their symptoms are getting worse or they are sleeping badly due to their asthma)
- ensure their child's reliever inhaler (and spacer where relevant) is labelled with their name
- provide the school with a spacer (where this has been recommended by the child's doctor / asthma nurse)
- provide the school with a spare reliever inhaler labelled with their child's name
- ensure that their child's reliever inhaler (and the spare) is within the expiry date
- keep their child at home only if they are not well enough to attend school
- ensure their child catches up on any school work that has been missed
- ensure their child has regular asthma reviews with their doctor or asthma nurse (every 6 to 12 months)
- ensure that an individualised care plan (written with support for the school nurse) is given to the school if requested

### **Governors**

- Should ensure that procedures are in place and adhered to; and make regular checks with the Business Manager and Headteacher
- Review the policy every two years, unless an incident requires an immediate review

## Appendix 1 Letter to parents re. Completion of asthma cards

Dear Parent/Carer

Re: The School Asthma Card

Thank you for informing us of your child's asthma on his/her registration form. As part of accepted good practice and with advice from Asthma UK and School Nursing Service, have a School Asthma Policy for use by all staff.

As part of this policy, we are ask all parents and carers of children with asthma to help us by completing a school asthma card for their child/children. Please make an appointment to take this card to the practice nurse at your child's GP surgery and ask for the card to be completed. The completed card should then be returned it to school by xxxxxxxxxxxxxxxxxxxx.

If you need further help or support with this, you can contact the school nurse on 0116 294 3093

The completed card will store helpful details about your child's current medicines, triggers, individual symptoms and emergency contact numbers. The card will help school staff to better understand your child's individual condition.

Please make sure the card is regularly checked and updated by your child's doctor or asthma nurse and the school is kept informed about changes to your child's medicines, including how much they take and when.

I look forward to receiving your child's completed school asthma card.

Thank you for your help.

Yours sincerely

Attendance and welfare officer