



# Asthma Policy

## Hayward's Primary School



Written by:	School Policy based on NHS/Asthma Friendly School Model Policy  Name of Asthma champion: Ruth Dixon and Jill Taylor <b>Version Date: November 2023</b>	Signed:
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### **1. Aim**

This document aims to provide nurseries, schools and colleges with a policy for the care of children and young people (CYP) who have asthma. This document has been adopted in full where no policy previously existed. Every nursery, school and college should have a policy for supporting pupils with medical conditions. It is also a minimum standard of the Asthma Friendly Schools. For ease, throughout the remainder of this document when the word school(s) appears it refers to all educational provisions (nurseries, schools, sixth forms, pupil referral units and colleges etc.

### **2. Policy requirements:**

Every school is required to have an asthma policy, this may be a standalone policy or part of a wider medical needs policy. For Hayward's Primary School it is a standalone policy cross referenced with the First Aid policy and policy for Supporting Pupils with Medical Needs .

The policy will include:

- 1) A register of all children with asthma both formal (diagnosed) and informal (non diagnosed)
- 2) A personal asthma action plan which may also include an individualised medical plan
- 3) Schools wide asthma training
- 4) What to do in the event of an asthma attack, including emergency plan and Kit
- 5) A system in place for recording salbutamol use and absenteeism data due to asthma
- 6) Identify an asthma champion and their responsibilities.
- 7) Parents responsibilities
- 8) Storage and disposal of inhalers
- 9) School trips and School environment
- 10) Standards of asthma friendly school and accreditation.

### **3. A register of all children with asthma**

An asthma register (children diagnosed and non diagnosed) is held in school and is updated yearly or when required. When new children start at Hayward's parents/guardians will be required to complete the school's asthma declaration forms if needed. All parents / guardians of children on the asthma register will be asked to update their child's records at the start of each school year. The asthma register is for any child who has had any diagnosis made by a physician of asthma, suspected asthma and or viral wheeze.

### **4. Personalised asthma action plan (PAAP).**

Research completed by Asthma UK shows that someone with asthma is four times less likely to be admitted to hospital due to their asthma if they use their PAAP. Therefore, all children with asthma should have a PAAP which should be completed and reviewed by a healthcare professional (GP, Practice Nurse, Asthma Clinic, A&E staff or hospital doctor).

A PAAP is there to support and ensure that a child's asthma is managed effectively within school and to prevent hospital admissions. There are instances where PAAP's are not always completed in healthcare settings or there is a delay in obtaining the PAAP or delay in the parent / carer bringing it into school.

It is the responsibility of the parent/carer to contact their GP or asthma clinic to organise a PAAP review annually as a minimum and more frequently if required.

Where a child does not have a PAAP the school wide asthma action plan will be utilised.

### **5. Training**

85% of the school staff will have asthma awareness training biannually. This will be online, or via a webinar with an asthma nurse. This training will be approx. 45 minutes in length and address the core competencies listed below:

- What is asthma, a basic understanding
- Recognise poorly controlled asthma
- Recognition of a acute asthma attack
- Management of a acute attack
- Environment impact on asthma: pets, air pollution, internal air quality, influence of season.
- Socioeconomic aspects of asthma: able to demonstrate basic modifiable risk factors

### **6. Emergency Kit:**

As a school we are aware of the Department of Health guidance on asthma and we are aware as a school that we are able to purchase emergency salbutamol inhalers and spacers.

**<https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-schools>**

- Hayward's Primary School has a minimum of three emergency inhaler kits. They are located in the school office in a labelled red box on the shelf at the far end of the office. They are accessible during lesson time, PE, break times and emergency situations
- They can only be used for pupils who have a diagnosis of asthma or suspected asthma and have been prescribed a salbutamol inhaler or if the emergency services / GP advice

- Parental consent must have been given to use the emergency inhalers
- An emergency kit should be taken out of school for offsite activities/residential trips (cross reference risk assessment)

Each kit should consist of: - Asthma register (with parental consent) - 1 large volume spacer device - 1 salbutamol 100 mcg per puff inhaler and an Information leaflet on how to do the following:

- administer - Asthma attack flowchart - Inhaler actuation chart - Letter template to send to the parent informing them that the emergency inhaler/spacer has been used
- Ongoing maintenance of kit, expiry dates, re-ordering when near expiry or running low is carried out by the asthma champions
- Asthma attack flow charts are displayed in the school medical areas and within the orange triage files in every classroom so teachers are familiar with procedures
- Where a child has used the school emergency salbutamol inhaler, the parent must be informed the same day, by letter, telephone call, triage form or verbal discussion
- Where the child has used their own salbutamol inhaler in school, the parent must be informed the same day, by letter, telephone call, triage form or discussion

## **7. Recording absences due to asthma.**

There is no reason for a child to miss out on education due to asthma. Poor asthma control should not be accepted as a reason for missing school or being late, and as such local policy around missing school and referral to educational welfare teams should not be delayed for this reason. However, it must also trigger referral to the school nursing team and the safeguarding lead at the school as per the school absence policy.

As a school recording asthma based absence and missed days is an important step in identifying poorly controlled asthma.

We recognise that some of the most common day-to-day symptoms of asthma are:

- Dry cough
- Wheeze (a 'whistle' heard on breathing out)
- Excessive shortness of breath on exercise or when exposed to a trigger
- Tight chest

A child using a salbutamol inhaler more than three times per week including PE, would indicate poor asthma control. Where this is noted, the schools asthma lead and parents must be informed and directed to primary care for a review of their asthma.

For children who self-manage;

- If a pupil carries their own inhaler as part of their PAAP, a spacer and metered dose inhaler will be available for them to use in school – provided by the parent
- Parents will be informed if a pupil who self manages appears to be using their inhaler more than usual

## **8. Identify an asthma champion in the school**

The School has two asthma leads (Mrs Dixon and Ms Taylor) who will ensure that the following occurs:

- The asthma policy is reviewed annually
- The asthma register is maintained
- The management of emergency kits including consent processes takes place
- They support children and their families to ensure their correct medication and spacer is in school with other key staff
- They attend asthma training, keeping a register of staff who have completed their training.
- They ensure the school is assessed against the eligibility criteria, in order to remain an asthma friendly school, on an annual basis

## **9. Parents or guardian responsibilities**

- To inform the school if their child has asthma or suspect asthma
- To ensure their child has an up-to-date written self-management plan from their doctor or specialist healthcare professional and that they share this with the school
- 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, field trips and other out-of-school activities such as school sports events
- Inform the school of any changes to their child's condition.
- Ensure their medicines and medical devices are labelled with their full name and date of birth, in the original pharmacy packaging
- Ensure, where appropriate, their child takes their inhaler to school and is confident about telling adults if they are feeling unwell and need to use their inhaler
- Ensure their child has regular reviews (at least annually and after each exacerbation) with their doctor or specialist healthcare professional.

## **10. Inhaler storage and disposal**

All inhalers are supplied and stored, wherever possible, in their original containers. All medication is labelled with the student's name and date of birth, 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 at room temperature.

Hayward's staff will ensure all pupils who do not carry and administer their own medication know where their inhalers are stored. This will be in the classroom.

Hayward's will ensure all staff attending off site visits are aware of any students on the visit with asthma (included in medical needs on the schools risk assessment form) and have brought their medication. Staff will be trained in what to do in an asthma related emergency

- All inhalers and spacers are sent home with pupils at the end of the school year. Medications are not stored in school over the summer holidays.
- Emergency medications are readily available to pupils who require them at all times during the school day whether they are on or off site.

- All children will have their own inhaler available to them during PE
- Parents are responsible for collecting out of date medication from school.
- Asthma champions and first aiders are responsible for checking the dates of medication and arranging for the disposal of those that have expired.

## 11. School trips and School environment

The school environment, as far as possible, is kept free of the most common allergens that may trigger an asthma attack. There are no warm blooded pets kept (for example dogs, rabbits or guinea pigs) inside the school buildings.

Smoking is explicitly prohibited on the school site.

Pupils who are known to have specific triggers will not be excluded from any activities and alternative options will be sought if required. Cleaning and grass cutting should, where possible, be carried out at the end of the school day.

## 12. Key Documents

Key Documents have given schools more responsibility in looking after children with medical conditions

1. Supporting Children with Medical Needs (2015)  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf)
2. Guidance on the use of Emergency Inhalers in Schools (2014)  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/416468/emergency\\_inhalers\\_in\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf)
3. Keeping children safe in schools  
[Keeping children safe in education 2023 - GOV.UK](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf)

## 13. Appendix

### Template letters to be used on school headed paper.

- How to manage an asthma attack poster  
<https://www.beatasthma.co.uk/wp-content/uploads/2022/07/How-to-manage-an-asthma-attack-2022.pdf>
  - How to recognise a asthma attack poster [HOW TO RECOGNISE AN ASTHMA ATTACK](#)
  - School-wide asthma plan  
<https://www.beatasthma.co.uk/wp-content/uploads/2023/02/1-personalised-asthma-action-plan-for-schools.pdf>
- 1) Template School register of pupils formal and non-formal diagnosis of asthma
  - 2) Template letter - Asthma letters and consent forms.
  - 3) Template letter for parent – Use of schools emergency salbutamol inhaler
  - 4) Template letter for salbutamol use and poorly controlled asthma
  - 5) Schools asthma emergency kit

**Appendix 1 School register of pupil's formal and non-formal diagnosis of asthma**

**Asthma: Formal and non-formal diagnosis Sept 2023**

Information as provided by parents/carers/child

<b>Surname</b>	<b>Forename</b>	<b>Year</b>	<b>Class</b>	<b>Location of inhaler</b>	<b>Permission to give emergency medication</b>	<b>Additional notes</b>

**Appendix 2 Letter for parents/guardians – Asthma register letter, Asthma / Inhaler in school levels form, PARENTAL AGREEMENT TO ADMINISTER PRESCRIPTION MEDICINE incl. ASTHMA INHALERS – 2023/24 and Personal Asthma Action Plan**

Dear Parent / Carer

**Re: Asthma Register**

At the beginning of each academic year, we review the asthma registers that we hold for children in school.

You have in the past informed us that your child suffers from asthma and/or needs to use a reliever inhaler.

As part of our continued care for your child we need to update our school records.

Please would you complete the enclosed documents and return them to school as soon as possible:

- Asthma levels form
- Parental Agreement form

Asthma card - copy included (for use if your child has been diagnosed with asthma)

Please note that all medication / apparatus must be in its original box with your child’s name on it, and handed into a member of staff on the school gate or at the office at the end of the school day. We will then distribute it to the appropriate teacher once we have checked the paperwork and medication.

**If your child no longer has asthma or no longer uses an inhaler, please complete the reply slip below and return to the office marked for the attention of Jill Taylor/Ruth Dixon.**

When returning the letter/form, please hand it to the member of staff on duty at the gate or into the school office, and mark the envelope for the attention of Jill Taylor/Ruth Dixon.

Many thanks for your co-operation in this matter.

Jill Taylor and Ruth Dixon – Medical Team and Asthma Champions

.....

Please complete and return if your child no longer has asthma or an inhaler.

Child’s name:	My child no longer has asthma/needs an inhaler  Please take off the register  Date:	Parent Name:  Parent signature:
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**INHALERS IN SCHOOL 2023/24 (LEVELS FORM)**

Please tick (✓) one box and then follow the instructions accordingly.

<p><b>Prescribed inhaler. No asthma</b></p> <p><input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Prescribed an inhaler by GP</li> <li>• Complete a parental agreement form and hand it to the office.</li> <li>• Provide the school with child's medication in the original box with their name on it; this needs to be in school at all times.</li> <li>• Keep their class teacher and office informed of any changes throughout the year.</li> </ul>
<p><b>Asthma Level 1</b></p> <p><input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Occasional asthma. My child does not need to take regular medication.</li> <li>• Complete a parental agreement form and hand it to the office.</li> <li>• Provide school with my child's medication; in the original box with their name on it; this needs to be in school at all times.</li> <li>• Keep their class teacher and office informed of any changes throughout the year.</li> </ul>
<p><b>Asthma Level 2</b></p> <p><input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Regularly suffers from asthma. My child often needs to take medication.</li> <li>• Complete a parental agreement form and hand it to the office.</li> <li>• Provide school with my child's medication; in the original box with their name on it; this needs to be in school at all times.</li> <li>• Keep their class teacher and office informed of any changes throughout the year.</li> </ul>
<p><b>Asthma Level 3</b></p> <p><input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• My child has been diagnosed with asthma. I feel that my child may need an Individual Healthcare Plan. <i>(School will be in touch to arrange a medical needs assessment meeting following the return of this form)</i></li> <li>• Complete and return a parental agreement form and hand to the office.</li> <li>• Provide school with my child's medication in the original box with their name on it, together with their asthma card. This needs to be in school at all times</li> <li>• Keep their class teacher and office informed of any changes throughout the year.</li> </ul>

Childs Name: .....

Class: .....

Parent/Carers Name: .....

Signature:.....

Date:.....

# Hayward's Primary School

(01363) 772970

[office@haywards.devon.sch.uk](mailto:office@haywards.devon.sch.uk)

[www.haywards.org](http://www.haywards.org)

Headteacher:  
Andy Smith

## PARENTAL AGREEMENT TO ADMINISTER PRESCRIPTION MEDICINE incl. ASTHMA INHALERS – 2023/24

### Notes to Parent / Guardians

Note 1: This school will only give your child medicine after you have completed and signed this form.

Note 2: All medicines must be in the original container as dispensed by the pharmacy, with the child's name, its contents, the dosage and the prescribing doctor's name

Note 3: The information is requested, in confidence, to ensure that the school is fully aware of the medical needs of your child.

Name of child	
Date of birth	
Class	
Reason for medication	

Name / type of medicine (as described on the container)	
Expiry date of medication	
Dosage and method	
Is the medication needed regularly or on an 'as and when needed' basis? (please delete as appropriate)	Regular / As and when
Time limit – please specify how long your child needs to be taking the medication	_____ day/s    _____ week/s
Special precautions /other instructions (e.g. to be taken with/before/after food)	
Are there any side effects that the school needs to know about?	

Procedures to take in an emergency	
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**For those with Asthma and/or an Inhaler:**

I give permission for my son/daughter to be administered the emergency inhaler held by the school in the event of an emergency	Yes / No
I give permission for my son/daughter to carry their own asthma inhalers	Yes / No
I give permission for my son/daughter to carry their own asthma inhaler and manage its use	Yes / No

**Details of Person Completing the Form:**

Name of parent/guardian	
Relationship to pupil	
Daytime telephone number	
Alternative contact details in the event of an emergency	
Name and phone number of GP	
I understand that I must deliver the medicine personally to	<b>A member of staff</b>

I confirm that I give my permission for the Head Teacher (or his/her nominee) to administer the medicine to my son/daughter during the time he/she is at Hayward's Primary School

I accept that this is a service that the school is not obliged to undertake and as a child's parent/carer continue to take full overall responsibility for medicine administration.

I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I also agree that I am responsible for collecting any unused or out of date supplies and that I will dispose of the supplies.

The above information is, to the best of my knowledge, accurate at the time of writing.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

(Parent/Guardian/person with parental responsibility)

**Administration of medicines** will only be made to children whose parents have completed and signed this form. The Administrator will organise and maintain these records. No member of staff is under any obligation to administer medicines and the school can refuse to administer

medicines if this is thought necessary. If you wish to administer medicine personally to your child we will always ensure you can. Unless specified by a parent or carer, children are to be supervised when taking prescribed medicines and staff will be trained in dealing with medical needs as required [e.g. in the use of an epi-pen] so that we are always able to assist children with long term or complex medical needs. Medicines within school will be kept in a safe, suitable locations [e.g. the school office or with a teacher in the event of a school trip]. Non-prescription medication will be given at the discretion of the Head Teacher (or their nominated representative).

The information in this form is collected and used in the management of medication within school, it will be stored securely and you may withdraw your consent at any time please contact the office.

School Asthma Card Template:

# School Asthma Card

## To be filled in by the parent/carer

Child's name

Date of birth  DD  MM  YY

Address

Parent / carer's name

Telephone - home

Telephone - mobile

Email

Doctor/nurse's name

Doctor/nurse's telephone

This card is for your child's school. **Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes during the year.** Medicines and spacers should be clearly labelled with your child's name and kept in agreement with the school's policy.

## Reliever treatment when needed

For shortness of breath, sudden tightness in the chest, wheeze or cough, help or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

Medicine	Parent/carer's signature
<input type="text"/>	<input type="text"/>

If the school holds a central reliever inhaler and spacer for use in emergencies, I give permission for my child to use this.

Parent/carer's signature  Date  DD  MM  YY

## Expiry dates of medicines

Medicine	Expiry	Date checked	Parent/carer's signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Parent/carer's signature  Date  DD  MM  YY

## ASTHMA QUESTIONS?

Ask our respiratory nurse specialists  
 Call **0300 222 5800**  
 WhatsApp **07378 606 728**  
 (Monday-Friday, 9am-5pm)  
 AsthmaAndLung.org.uk

## What signs can indicate that your child is having an asthma attack?

## Does your child tell you when they need medicine?

Yes  No

## Does your child need help taking their asthma medicines?

Yes  No

## What are your child's triggers (things that make their asthma worse)?

Pollen  Stress   
 Exercise  Weather   
 Cold/flu  Air pollution

## If other please list

## Does your child need to take any other asthma medicines while in the school's care?

Yes  No

## If yes please describe

Medicine	How much and when taken
<input type="text"/>	<input type="text"/>

## Dates card checked

Date	Name	Job title	Signature / Stamp
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To be completed by the GP practice

## Actions to take if a child is having an asthma attack

1. Help them to sit up – don't let them lie down. Try to keep them calm.
2. Help them take one puff of their reliever inhaler (with their spacer, if they have it) every 30 to 60 seconds, up to a total of 10 puffs.
3. If they don't have their reliever inhaler, or it's not helping, or if you are worried at any time, **call 999 for an ambulance.**
4. If the ambulance has not arrived after 10 minutes and their symptoms are not improving, repeat step 2.
5. If their symptoms are no better after repeating step 2, and the ambulance has still not arrived, **contact 999 again immediately.**



Asthma and Lung UK, a charitable company limited by guarantee with company registration number 01863614, with registered charity number 326730 in England and Wales, SC038415 in Scotland, and 1177 in the Isle of Man. Last reviewed and updated 2020, next review 2023

## **Appendix 3 Template for Parent - Use of school emergency salbutamol inhalers**

**Hayward's Primary School**

**Name of child**

**Class**

**Date**

**Dear Parent/Carer**

Our asthma policy means we have emergency salbutamol reliever inhalers on site and our staff have been trained in their use. This is a precautionary measure to use in an emergency if your child does not have her own inhaler at school. If the school emergency inhaler is used you will receive a letter or telephone conversation to inform you.

Today in school \_\_\_\_\_ needed to use the emergency salbutamol reliever inhaler / spacer because;

- His / her salbutamol reliever inhaler was empty / did not work
- He / she did not have their own salbutamol reliever inhaler / spacer in school

Please can you ensure that their Salbutamol (blue) inhaler and or spacer is sent into school as soon as possible.

Yours sincerely

A Smith Headteacher  
R Dixon and J Taylor Asthma champions

#### **Appendix 4 Template letter for salbutamol use and poorly controlled asthma**

Hayward's Primary School

Childs name

Date

Dear

This letter is to notify you that.....has had problems with their breathing today and required their reliever (rescue) inhaler. .... number of puffs were given at .....

If your child has been using their rescue inhaler at home as well, we encourage you to contact your doctor's surgery for a clinical review.

It is recognised that a child using a salbutamol inhaler more than three times per week including PE, can indicate poor asthma control and we would encourage you to arrange an appointment with your GP or Practise nurse for a review.

Yours sincerely

A Smith Headteacher

R Dixon and J Taylor Asthma Champions

## **Appendix 5- Schools Asthma Emergency Kit**

### **How to obtain your Asthma Emergency Kit**

Our local Boots Pharmacy supplies Hayward's with the emergency asthma kits.

There is a cost to this supply.

In October 2014, new legislation was introduced to enable schools to legally hold spare emergency inhalers to use in the event of a potentially life-threatening asthma attack. Schools are therefore allowed to purchase a salbutamol inhaler **without a prescription** for use in emergencies.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/416468/emergency\\_inhalers\\_in\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf)

To comply with the new legislation Pharmacists must obtain a request signed by the head teacher on schools headed paper stating:

- the name of the school for which the product is required;
- the purpose for which that product is required
- The total quantity required

### **Maintaining Your Emergency Kit**

It is essential there is a clear procedure in place for maintaining this emergency kit. The following are suggested steps to take.

- Monthly visual checks of the kit to ascertain contents are present and correct – signature date and time of the check to be recorded in the kit bag.
- If anything is missing steps should be taken to replace missing contents immediately – this should be documented as well as action taken.
- Adequate (not excessive) spares should be kept on school premises for this purpose.
- Inhaler Expiry dates should be recorded on the outside of the kit box and on the school register and replenished in advance of the expiry date.
- The Spacer Devices are single Patient use – they must not be used for more than one person due to the risk of cross infection. It is good practice to send the spacer device home with the child who used it.
- With any new inhaler shake well and prime (spray) four times away from the face before use. Shake and prime (Spray) twice on a monthly basis to ensure it is in working order.
- Each salbutamol inhaler contains 200 actuations (puffs). It is important to record the actuations used to know when to replace the inhaler. Use the emergency Salbutamol Inhaler Actuation (puff) Record chart

All inhaler devices are stored in a cool, dry place and out of direct sunlight in accordance with manufacturer's instructions.



<b><u>An emergency asthma inhaler kit should include:</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>
A salbutamol metered dose inhaler		
Manufacturer's instructions		
At least two single-use plastic spacers compatible with the inhaler; Volumatic spacer and/or – Yellow aero chamber (under 5's) and a Blue aero chamber (over 5's)		
Instructions on how to administer inhaler using spacer/plastic chamber		
Instructions on cleaning and storing the inhaler and spacer.		
Label for Expiry date – to be placed on the outside of the bag.		
Pharmacy contact details		
A record of administration template (i.e. when the inhaler has been used).		
Asthma Champions Details		

### **Links with other policies**

First aid policy

Supporting children with Medical Needs

KSCIE 2023