



Squirrel Hayes First School

Policy Reviewed on	June 2017	June 2018	June 2019	June 2020	September 2020	Sept 2021	Oct 2022	Oct
Policy Owner Signature	Nikki Stroud	Nikki Stroud	LO	Erica Pickford	Erica Pickford	EJP		LO
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Version	09	10	11	12	13	14	15	16

Asthma Policy

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

SQUIRREL HAYES FIRST SCHOOL Asthma Policy

PURPOSE

- To ensure a clear and consistent approach to asthma throughout the school.
- To heighten awareness of the needs of children and adults with asthma.
- To state that we are an inclusive school and as such aim to support and meet the needs of all members of our learning community including those with asthma.

SCOPE

Children with asthma will be encouraged to participate in all school activities and will be allowed to perform to the level their asthma allows them. **If a child becomes wheezy during an activity they will be allowed/encouraged to use their inhaler.** They will not be expected to continue if the symptoms are not relieved.

It is therefore vital that asthma sufferers have access to their inhalers at all times, especially playtimes, dinnertimes and during physical activity.

Squirrel Hayes First School is a designated NO SMOKING area; therefore the children and staff will not be exposed to this potential irritant.

Children whose asthma is triggered by close contact with animals will be encouraged to participate at a safe distance if pets and other creatures are brought into school for curriculum enrichment or are encountered through an organised educational visit. Parents will be notified beforehand and consent to participate will be sought.

RESPONSIBILITIES

Expectations of Parents

Parents of children with asthma will be expected to complete the following:

- Fill in an Asthma UK 'Asthma School Card' (**Appendix 1**) in order to share vital information about the needs of the asthma sufferer and to ensure that we work in partnership in the best interests of the asthma sufferer.
- Fill in a 'Parent Consent to Administer Medication in School MR1' (**Appendix 2**) detailing the asthma medication that is currently held in school for the asthma sufferer. Inhalers may be kept in the classroom but any other medication needs to be in the locked medications cupboard in the staff room, in line with the Use of Medicines policy.
- Inhalers should be kept in school; most doctors will prescribe additional inhalers so that the correct medication can be kept in school and there is less risk of forgetting it.
- Ensure that the child has an appropriate inhaler available with them at all times. This is to be kept in school. *NB in most situations only 'relievers' need to be provided in school*

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- Inhalers must be clearly labelled with the child's name
- Only inhaler's, in date, in a box, labelled clearly from the pharmacy with the child's name will be accepted in school.
- Each child to have their own labelled inhaler, siblings cannot share.
- To collect and dispose of out of date inhalers appropriately.

Expectations of all school staff

- All staff are aware of the procedures to follow should a child become wheezy or have a severe asthma attack.
- If a 'reliever' is required outside of the child's Care plan then a text is sent home informing parents that this has taken place.
- If a 'reliever' is administered and it does not appear to relieve symptoms then the support of a first aider will be sort and the parent/guardian contacted.
- If symptoms are severe then an ambulance is to be called immediately.
- All staff are made aware that there is an Asthma Register, which is updated termly and is accessible in each class. Visiting teachers are made aware of the Asthma Register.
- Staff to have annual training with the school nurse arranged by the school.
- Ensure all Spacers are cleaned half-termly with warm water and air-dried.

Expectations of the Home School Link Worker

- Termly review of Asthma Register.
- Termly review of expiry dates on medication in school
- Notify school nurse if a child uses their inhaler more than once a term (other than as per the Care Plan.) This may indicate a child is inadequately treated and therefore at risk.
- Ensure all classrooms and main areas, e.g. staff room, hall etc have a copy of the Emergency Procedure (**Appendix 3**) clearly displayed.
- At the start of each school year, compile an Asthma File for each class. Each file should include:
 1. Asthma Register
 2. Asthma School Cards/Care Plans for all children with Asthma.
 3. Medication Record Sheet (**Appendix 4**)
 4. Review texts sent to communicate with parents of additional use of the inhaler 'outside' of a care plan.
 5. Return Spacers to parents for replacement at the end of the school year.

Expectations of Administration Staff

- All new parents to the school will fill in a data collection sheet. Children who are identified as having asthma with have their details passed onto the Home School Link Worker.
- Parents of identified asthma sufferers will be asked to complete the following:

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- Asthma School Card
 - Parent Consent to Administer Medication in School (MR2)
- One copy of Appendix 1, 2 and 4 will be kept in the child's school file, an additional copy to be kept in a medical file in the Safeguarding cupboard, one copy to be sent to the school nurse and one copy to be given to the class teacher to be kept in the class Asthma File.
- Medication (inhalers) etc will be signed in and out of the school via the school office. Inhalers will be kept with the child. Other medication will be kept in the locked medication cupboard.

PROCEDURES

Expectations of staff in each classroom

- Check Asthma Register for changes or additions on a daily basis.
- Notify the Home School Link Worker if a child needs to be added to the Asthma Register.
- Ensure there are Asthma School Card and a Parent Consent to Administer Medication in School for EVERY child with asthma in the classroom Asthma File.
- Asthmatic children must have access to 'reliever' inhalers at all times. (It is not necessary to lock inhalers away for safety reasons). Asthma file, and inhalers should be taken to PE lessons, swimming and on all school visits.
- Each time a child uses their inhaler, either self-administered or with help, this should be recorded on the Asthma medication record (**Appendix 4**)
- If a child needs their inhaler outside of their care plan then a text must be sent home. (**Appendix 5**) A record of this text being sent will be made on the child's Medical Record (MR2) form under the reactions/notes sections.
- To check expiry of the inhaler regularly and to inform parents if a new one is due.
- Ensure all Spacers are cleaned half-terminly with warm water and air-dried.

Supporting the administration of inhalers

Staff involved in helping a child during an asthma attack should:

- Stay calm
- Do things quietly and efficiently
- Speak reassuringly and listen carefully
- Ensure access to a 'reliever' inhaler
- Be aware of any specific relaxation techniques which may assist

No significant danger to health results from the occasional overdose/misuse of inhalers. If a member of staff is concerned about the amount of use of an inhaler then parents should be consulted immediately.

The Department of Health's guidance on the use of emergency salbutamol inhalers in schools from 1 October 2014 says that UK schools will be allowed to purchase a salbutamol inhaler without a

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*prescription for use in emergencies when a child with asthma cannot access their own inhaler. This change applies to all primary and secondary schools in the UK. **Schools are not required to hold an inhaler** - this is a discretionary power enabling schools to do this if they wish.*

Squirrel Hayes First School has taken the decision to purchase an emergency inhaler for school use in an emergency.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf

The Emergency Inhaler and associated MR2 form is stored in the School Office and checked monthly by the Home-School-Links Worker to ensure that it is in date and in working order.

*Current infection control advice states that Emergency Inhalers should **NOT be washed and re-used** .*

If you need to use the Emergency Inhaler in school, it should be disposed of after use as per the medicines policy. A new Emergency Inhaler should be obtained using the usual process in the government guidance.

Protocol on use of the Emergency Inhaler

- The Emergency inhaler is only to be used where a child has an Asthma Care plan and the parent/carer has given permission for its use.
- The Emergency inhaler is only to be used if the child's own inhaler is not accessible.
- Use of the Emergency inhaler must be recorded on the (MR2) form, stored with the Emergency Inhaler.
- Following its use a text message will be sent to the parent/carer informing them of the need to use the Emergency Inhaler in school.

Appendix 1: Asthma School Card

Appendix 2: Parent Consent to Administer Medication in School Form (MR1)

Appendix 3: Emergency Procedure Poster

Appendix 4: Medication Record (MR2)

Appendix 5: Text informing parents of inhaler use

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Version No.	Date of review	Reviewer	Changes Made
01	June 2009	Erica Smith	Followed Guidance
02	June 2010	Erica Smith	Updated to include new Asthma Home/School Contract & parental & staff expectations
03	June 2011	Kate Aldington	Updated to include additional NHS guidance & MHS care plans.
04	May 2012	Erica Smith	Included additional appendix materials & put into new policy format.
05	June 2013	Nikki Stroud	Addition of - the importance ensuring inhalers are in date and correctly labelled for each individual child.
06	June 2014	Nikki Stroud	Change of 'children should have their inhalers with them at all times' to 'children should have access to their inhalers at all times'. Home School Link Worker changed to Family Links Co-ordinator and update of the Pictorial Register.
07	June 2015	Nikki Stroud	Addition of - Annual training for all staff with the School Nurse and The Department of Health guidance October 2014, on discretionary power enabling schools to hold an emergency salbutamol inhaler if they wish and Squirrel Hayes decision not to have an emergency inhaler in school.
08	June 2016	Nikki Stroud	Termly review of expiry dates on medication in school
09	June 2017	Nikki Stroud	Reviewed
10	June 2018	Nikki Stroud	Update from Care Plan to 'Asthma School Card' as directed by Lisa Condliffe School Nurse. Update of appendixes in line with current practice and guidance.
11	June 2019	Linda Oakes	Change to Home School Link Worker. Addition of Spacer cleaning and replacement.
12	June 2020	Erica Pickford	Inclusion of use of school's emergency inhaler. Inclusion of use of text message service to alert parents to use of inhaler outside of their child's Care Plan.
13	Sept 2020	Erica Pickford	Reviewed
14	Sept 2021	Erica Pickford	Reviewed and included updated guidance on disposal of the Emergency Inhaler after use.
15	Oct 2022	Erica Pickford	Updated and reviewed. Included link to DfE guidance
16	Oct 2023	Linda Oakes	Reviewed

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Appendix 1

School Asthma Card

To be filled in by the parent/carer

Child's name

Date of birth

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

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

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

Does your child tell you when he/she needs medicine?
 Yes No

Does your child need help taking his/her 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 below

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

What to do if a child is having an asthma attack

- Help them sit up straight and keep calm.
- Help them take one puff of their reliever inhaler (usually blue) every 30-60 seconds, up to a maximum of 10 puffs.
- Call 999 for an ambulance if:
 - their symptoms get worse while they're using their inhaler - this could be a cough, breathlessness, wheeze, tight chest or sometimes a child will say they have a 'tummy ache'
 - they don't feel better after 10 puffs
 - you're worried at any time.
- You can repeat step 2 if the ambulance is taking longer than 15 minutes.

Any asthma questions?
Call our friendly helpline nurses
0300 222 5800
(9am - 5pm; Mon - Fri)
www.asthma.org.uk




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Appendix 2

PARENTAL REQUEST FOR THE ADMINISTRATION OF MEDICINES IN SCHOOL

To be completed by the parent/guardian of any child requesting drugs to be administered under the supervision of school staff or where a child is bringing medicine into school which they will self-administer.

If you need help to complete this form, please contact the school office.

Please complete in BLOCK letters.

Name of Child:	Date of Birth:	
Home Address:	School Address: Squirrel Hayes First School Springfield Road Biddulph S-O-T Staffordshire ST8 7DF	
Doctors name & Surgery:	Surgery telephone number:	
PRESCRIBED MEDICINE		
The doctor has prescribed for my child (as follows):		
Name & Strength of drug/medicine:	Any Special storage arrangements: <i>(e.g. in the fridge)</i>	
When to be taken: <i>(e.g. lunchtime, after food, when wheezy, before exercise)</i>	How Much: <i>(e.g. 5ml, 1 tablet, 2 drops)</i>	
Route for administration: <i>(e.g. by mouth, in ear)</i>	Expiry date of medicine:	
Date course is due to start:	Period of the course:	
Does the medicine have to be used within so many days of opening:		
Yes <input type="checkbox"/> please state:		No <input type="checkbox"/>
ADMINISTRATION REQUEST		
My child: <i>(please tick from the list below indicating your request)</i>		
Can administer his/her	Requires Supervision to	Requires assistance in

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own medication	administer his/her own medication	administering his/her medicine
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PLEASE TURN OVER

I request that the treatment be given in accordance with the information provided by a named member of the school staff who has received the necessary training.

I understand that it may be necessary for this treatment to be carried out during educational visits and other out of school activities, as well as on the school premises.

I undertake to supply the school with the drugs and medicines in the original duplicate labelled containers, provided by the Dispensing Chemist.

I accept that whilst my child is in the care of the school, the staff stand in the position of the parent and that the school staff may therefore need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

I can be contacted at the following address/telephone number during school hours:





Name:	Contact Address:
Contact Telephone Number:	Date:
Signed:	Print:

This form should be filed away securely on the pupil's file when the medication is completed or changed.

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Appendix 3

What to do in an asthma attack

-  **1** Sit up straight – try to keep calm.
-  **2** Take one puff of your reliever inhaler (usually blue) every 30-60 seconds up to 10 puffs.
-  **3** If you feel worse at any point OR you don't feel better after 10 puffs **call 999 for an ambulance.**
-  **4** Repeat step 2 after 15 minutes while you're waiting for an ambulance.

IMPORTANT! Not applicable to SMART or MART medicine regimes. Speak to your GP or asthma nurse for further information.

www.asthma.org.uk



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MEDICATION RECORD SHEET

Name of Child:				Date of Birth:			
Doctors Name:				Surgery telephone number:			
Comments/special requirements respecting cultural, religious or communication needs:							
Date	Time	Medication	Expiry Date Checked	Dose Given	Any reactions/notes	Staff Signature	2 nd person signature

KEY: R = Refused I = Incident P = Promoted A = Administered S = Supervised

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Appendix 5



Text Notifications:

Use of inhaler outside of Care Plan:

Your child has had problems with their breathing today which has required the use of their inhaler outside of their Care Plan.

Use of Emergency Inhaler:

Your child's own inhaler was not accessible for use in school today therefore the school's emergency inhaler has been used.

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