

FAIRWAY INFANT SCHOOL
ASTHMA POLICY
JUNE 2016



**Approved by the Curriculum Committee
at their meeting on 7th July 2016**

Review Date: June 2019

The school:

- Recognises that asthma is a widespread, serious but controllable condition and the school welcomes all pupils with asthma
- Ensures that pupils with asthma can and do participate fully in all aspects of school life, including art, PE, science, educational visits and out of hours activities
- Recognises that pupils with asthma need immediate access to reliever inhalers at all times
- Keeps a record of all pupils with asthma and the medicines they take
- Endeavours that the whole school environment, including the physical, social, sporting and educational environment, is favourable to pupils with asthma
- Ensures that all staff (including supply teachers and support staff) who have pupils with asthma in their care, know who those pupils are and know the school's procedure to follow in the event of an asthma attack . Training is updated annually.

Asthma medicines

Immediate access to reliever medicines is essential. The reliever inhalers of all children are kept in the school office.

All inhalers must be labelled with the child's name by the parent/carer and be presented in the original packaging. It is the parent's responsibility to ensure the reliever inhaler is in date, also to inform the school if their child is likely to need their reliever more often at certain times of year e.g. if they have a cold or hayfever. All children should be supplied with a spacer by their parent/carer for use in emergencies as per the recommendations set by WSCC Senior H&S Officer. The school will ensure a spare spacer is purchased for emergency use. If used, this spacer should be given to the child and replaced as they should not be shared.

Inhalers and spacers will be sent home periodically for parents to check and clean, but parents must ensure that they are returned for the beginning of the next school day. Parents are welcome to collect them from the school for cleaning whenever they want to. If a parent/carer has stated that their child requires an inhaler in school but does not supply an **in-date inhaler**, the school will take the following action:

- Phone the parent/carer and request that the inhaler is brought into school without delay. The phone call will be logged on the pupil's Asthma Information Form (reverse side 'For Office Use' box). Further conversations may be appropriate, at the discretion of the school.
- If the parent/carer fails to supply the inhaler as requested, write to the parent using the example letter. This repeats the request for the inhaler and states that without the inhaler, in the event of an asthma attack, staff will be unable

- to follow the usual Asthma Emergency inhaler procedures and will be reliant on calling 999 and awaiting the Emergency Services. The letter will be filed with the child's asthma information form.

School staff who agree to administer medicines are insured by the local authority when acting in agreement with this policy. All school staff will facilitate pupils to take their medicines when they need to.

Record keeping

When a child joins the school, parents/carers are asked to declare any medical conditions (including asthma) that require care within school, for the school's records. At the beginning of each school year, parents are requested to update details about medical conditions (including asthma) and emergency contact numbers.

All parents/carers of children with asthma are given an asthma information form to complete and return to school. From this information the school keeps its asthma records. All teachers know which children in their class have asthma. Parents are required to update the school about any change in their child's medication or treatment.

Exercise and activity - PE and games

All children are encouraged to participate fully in all aspects of school life including PE. Children are encouraged/reminded to use their inhalers before exercise (if instructed by the parent/carer on the asthma form) and during exercise if needed. Staff are aware of the importance of thorough warm up and down.

When a child is falling behind in lessons

If a child is missing a lot of time from school or is tired in class because of disturbed sleep and falling behind in class, the class teacher will initially talk to the parents/carers. If appropriate the teacher will then talk to the school nurse and special educational needs co-ordinator about the situation. The school recognises that it is possible for children with asthma to have special educational needs because of asthma.

School Environment

The school endeavours to ensure that the school environment is favourable to pupils with asthma. The school will take into consideration, any particular triggers to an asthma attack that an individual may have and will seek to minimise the possibility of exposure to these triggers. Occasionally we do have visiting animals and in Reception eggs are hatched and the chicks looked after onsite for a number of weeks, if you think this may be a problem for your child; please ensure that you let us know. On school trips the teacher or another responsible adult will carry the inhaler for the child and a First Aider will always be available.

Out of School Hours

A register of children attending any after school or out of school clubs will be taken and passed onto the relevant member in charge of the group. A First Aider is always on site for any out of school activities/clubs.

Children who take part in after school activities will have access to their reliever inhaler at all times under the guidance of the member in charge of the group. Reliever inhalers will be accessible but safely out of reach of other children.

Asthma Attacks – School's Procedure

A CHILD IS HAVING AN ASTHMA ATTACK IF:

- Their reliever inhaler (usually blue) isn't helping, and/or
- They can't talk or walk easily and/or
- They're breathing hard and fast and/or
- They're coughing or wheezing a lot and/or
- They may also complain of a tummy ache.

THE FOUR SIMPLE STEPS TO TAKE NOW

1. Help them to sit up straight and stay calm
2. Help them take a puff of their reliever inhaler (usually blue) every 30-60 seconds, up to a maximum of 10 puffs
3. Call 999 for an ambulance and call their parent if:
 - a. their symptoms get worse while they're using their inhaler
 - b. they don't feel better after 10 puffs
 - c. you're worried at any time, even if they haven't yet taken 10 puffs.
4. While you wait for the ambulance, reassure the child. Repeat step 2 if the ambulance takes longer than 15 minutes.

Always call 999 immediately if you don't have a reliever inhaler with you. The child's written Asthma Plan should be sent with the child if they go to hospital. If the child does not go to hospital their parents will be informed that they have had an asthma attack and have responded to their reliever. They will be advised to make an urgent same day appointment with their GP.

Asthma UK Guideline
Updated May 2016
Asthma Expert Nurse on helpline 03002225800

After the attack

Minor attacks should not interrupt a child's involvement in school. When they feel better they can return to school activities. The child's parents/carers must be told about the attack.

Inclusion

In line with our Inclusion Policy, we will provide equal opportunities for all pupils whatever their age, gender, ethnicity, attainment and background.

Access and Review of Policy

The Asthma Policy will be accessible to all staff and the community through the school's website. Hard copies can be obtained from the school office. This policy will be reviewed on a two yearly cycle.

**Approved by the Curriculum Committee
at their meeting on 7th July 2016**

Signed (Chair of Governors) Signed
(Headteacher)

On (date)

Dear Parent/Carer

Asthma Information Form

Please complete the questions below so that the school has the necessary information about your child's asthma. **Please return this form without delay.**

CHILD'S NAME Age Class

1. Does your child need an inhaler in school? Yes/No

2. Please provide information on your child's current treatment. (Include the name, type of inhaler, the dose and how many puffs? Do they have a spacer?

.....
.....

3. What triggers your child's asthma?

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Inhalers must be clearly labelled with your child's name, be supplied in the original packaging from the pharmacy and must be replaced before they reach their expiry date.

As per the advice provided by West Sussex County Council Senior Health & Safety Officer, the school requests children to be provided with a spacer for emergency use in school.

I agree to ensure that my child has in-date inhalers and a spacer in school.

Signed:..... Date.....

I am the person with parental responsibility

Circle the appropriate statements

- My child requires a spacer and I have provided this to the school office
- My child does not require a spacer
- I need to obtain an inhaler/spacer for school use and will supply this/these as soon as possible

4. Does your child need a blue inhaler before doing exercise/PE? If so, how many puffs?

.....

5. Do you give consent for the following treatment to be given to your child as recognised by Asthma Specialists in an emergency?

1. Help them to sit up straight and stay calm
2. Help them take a puff of their reliever inhaler (usually blue) every 30-60 seconds, up to a maximum of 10 puffs
3. Call 999 for an ambulance and call their parent if:
 - a. their symptoms get worse while they're using their inhaler
 - b. they don't feel better after 10 puffs
 - c. you're worried at any time, even if they haven't yet taken 10 puffs.
4. While you wait for the ambulance, reassure your child. Repeat step 2 if the ambulance takes longer than 15 minutes.

Always call 999 immediately if the child does not have a reliever inhaler in school.

Asthma UK Guideline

Updated May 2016

Asthma Expert Nurse on helpline 03002225800

Yes / No

IMPORTANT - If you have responded "No" please give instructions below for staff to follow

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.....

Signed:..... Date.....

I am the person with parental responsibility

Please remember to inform the school if there are any changes in your child's treatment or condition.

We suggest that spacers need to be taken home every 4 weeks to be cleaned, especially if they are used regularly.

Thank you

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| Parental Update (only to be completed if your child no longer has asthma) | |
| My child no longer has asthma and therefore no longer requires an inhaler in school or on school visits. | |
| Signed <i>I am the person with parental responsibility</i> | Date |

For office use:

| | Provided by parent (Yes/No) | Location (delete as appropriate) | Expiry date | Date of phone call requesting inhaler/spacer | Date of letter (attach copy) |
|---------|-----------------------------|----------------------------------|-------------|--|------------------------------|
| Inhaler | | In office/first | | | |

| | | | | | |
|---|--|--------------------------|--|--|--|
| | | aid room | | | |
| Spacer (if required) | | In office/first aid room | | | |
| Record any further follow up with the parent/carer: | | | | | |

Example letter to send to parent/carer who has not provided an in-date inhaler. Please amend as necessary for the individual circumstances.

Dear [Name of parent]

Following today's phone call regarding [Name of pupil]'s asthma inhaler, I am very concerned that an inhaler has not been provided. You have stated on [name of pupil]'s Asthma Information Form that [name of pupil] requires an inhaler in school and you have agreed to provide an inhaler [and spacer]. Please ensure that:

- an inhaler
- a spacer

are provided without delay.

If [name of pupil] no longer requires an inhaler, please request his/her Asthma Information form from the school office and complete the parental update section.

Please be aware that in the absence of an inhaler, should [name of pupil] suffer an attack, staff will not be able to follow the usual Emergency Asthma Treatment Procedure. They will be reliant on calling 999 and awaiting the Emergency Services.

Yours sincerely