

Asthma Policy and Guidelines

Policy

This policy should be read in conjunction with the Administration of Medicines Policy.

Rationale

We recognise that asthma is a widespread, serious but controllable condition affecting many children in our school. This school believes that no child should be denied access to all areas of the curriculum therefore we will ensure that any child with asthma will be able to participate fully in all aspects of school life.

Aims

- To ensure that pupils with asthma need immediate access to reliever inhalers at all times.
- To keep a record of all pupils with asthma and the medicines they take
- To ensure that the whole school environment, including the physical, social, sporting and educational environment is favourable to pupils with asthma.
- To ensure that all pupils understand asthma.
- To ensure that all staff (including supply teachers and support staff) who come into contact with pupils with asthma know what to do in the event of an asthma attack.
- To ensure that all school staff understand that pupils with asthma may experience bullying and has procedures in place to prevent this.
- To work in partnership with all interested partners including the school's governing body, all school staff, school nurses, parents/carers, employers of school staff, doctors, nurses and pupils to ensure that this policy is planned, implemented and maintained successfully

Last Review: Nov 2010

Committee: Health and Safety

Key Reviewers: Governors

Review frequency: 3 years

Next review: 2013

Non-statutory

Policy into Practice (Guidelines)

Access to reliever medicines:

- Reception children have access to this in their classrooms
- Older children have access to this from the school's office

Parent/carers are asked to ensure that the school is provided with a labelled reliever inhaler which is kept in the school's office. All inhalers must be labelled with the child's name by the parent/carer.

School staff do not administer asthma medicines to pupils (except in an emergency). All school staff will let pupils take their own medicines when they need to.

All inhalers, together with a record book, are kept in individual ziploc bags. These can be found either in the Reception classroom or in the office medical room.

All teaching staff are required to check the medical records of their children when planning and organising offsite educational visits. They will take any relief medicines with them on the visit.

Record keeping

At the beginning of each school year or when child joins the school, parents/carers are asked if their child has any medical conditions including asthma on the medical form.

The school keeps an asthma register, which is available to all school staff. A list is kept in the office by the inhalers and is displayed in the school's staffroom.

Every time a child uses the inhaler a record is kept of the amount of puffs inhaled, the date and time of usage.

Roles and Responsibilities

Parents/carers are responsible for ensuring that children always have an inhaler with them in school, for clubs and active PTA events e.g. school discos.

Employers have a responsibility to ensure the health and safety of their employees and anyone else taking part in school activities i.e. pupils. This extends to off site activities.

Make sure asthma policy is effectively monitored and regularly updated
Provide indemnity for teachers who volunteer to administer medicines to pupils with asthma who may need help.

Headteachers

- Plan school asthma policy
- Ensure policy in line with devolved national guidelines
- Liaise between interested parties
- Ensure plan is put into actions with good communication
- Ensure every aspect is maintained
- Assess and meet training and development needs of staff
- Ensure all supply teachers and new staff know policy
- Regularly review and monitor policy
- Delegated staff member to check expiry date of reliever inhalers and maintain the school asthma register
- Report back to LA re: policy

School staff

- 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 they usually would
- 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 experiencing bullying
- Liaise with all interested parties if a child is falling behind with their work because of their asthma
- Teach children about asthma within the PDL curriculum

Pupils

- Treat other pupils with and without asthma equally
- Let any pupil have an asthma attack take their reliever inhaler and ensure a member of staff is called
- Tell their parents/carers, teachers or any school staff when they are not feeling well.
- Treat asthma medicines with respect
- Know how to gain access to their medicines in an emergency
- Know how to take their own asthma medicines

Parents/carer

- Tell the school if their child has asthma
- Ensure the school has complete and up-to-date records of their child's treatment
- Inform the school about the medicines the child requires during school hours
- Inform the school of any medicines the child requires while taking part in any off site visits or 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
- Ensure their child's reliever inhaler (and spacer where relevant) is labelled with their name
- Ensure that their child's reliever inhaler is within its expiry date
- Keep their child at home if they are not well enough to attend school
- Ensure their child catches up on any school work they may have missed
- Ensure their child has regular asthma reviews with their doctor or asthma nurse (every six to 12 months)
- Ensure their child has a written personal asthma action plan to help them manage their child's condition

Training

All staff will be asthma aware and will have read the Asthma U.K. guide 'Asthma Awareness for School staff'

Key staff will have attended 'Asthma' workshops put on by the Hampshire school nursing team

Instructions on how to deal with an Asthma attack will be available in the school's medical office. (see appendix A)

As a school it has been decided that if a child does not have a reliever inhaler he/she will be given one belonging to another child in an emergency.

Activities run by staff other than school staff

- Sports coaches from outside are responsible for ensuring they are able to deal with an asthma crisis
- After school clubs run by outside providers must ensure that they are aware of which children in their care have problems with asthma

Residential stays/school visits

Risk assessments are carried out prior to any visits. Where there is the potential of children coming into contact with animals (e.g. farm visits) parents/carers will be made aware of this in the 'visit' letter. They should contact school if any extra precautions need to be taken or, indeed, if they would prefer their child not to take part in the visit.

The school environment

- The school has a non-smoking policy throughout the building and grounds including the car park both within and outside school hours
- The school does have the occasional live and furry animals but appropriate risk assessments are done and the procedures to protect those with asthma are taken.

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