

## CLIVE CE PRIMARY SCHOOL AND NURSERY

### Asthma Policy Statement

- Clive CE Primary School is an inclusive community that aims to support and welcome pupils with asthma.
- The school ensures all staff understand their duty of care to children and young people in the event of an emergency and all staff feel confident in knowing what to do in an emergency.
- The school understands asthma is serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- All school staff receive annual asthma awareness training.

### Policy Framework

- The school's asthma policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.
- The school has clear guidance on the administration of medicines at school.
- The school has clear guidance on the storage of medicines at school.
- The school has clear guidance about record keeping.
- Each member of the school and health community know their roles and responsibilities in maintaining and implementing an effective medical conditions policy. The asthma policy is regularly reviewed evaluated and updated.

### Policy Guidelines

- **School staff are informed and regularly reminded about the asthma policy** at; the start of year, staff meetings and before school health plans are distributed to parents.
- At the scheduled medical condition session training.
- The key principles of the policy are displayed in several prominent staff areas at this school.
- All supply and temporary staff are informed of the policy and their responsibilities
  
- **Parents and Pupils are informed and regularly reminded about the asthma policy;** through the school's pupil representative body.
- In the school newsletter.
- In Personal Social and Health Education classes.
- By including the policy statement in the schools prospectus.
- At the start of the school year when communication is sent about school health plans.
- When their child is enrolled as a new pupil
- All letters regarding visits include a statement about asthma

## All staff receive asthma awareness training and are trained in what to do in an emergency

- Staff at this school understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care, to act like any reasonably prudent parent. This may include administering medicines.
- All staff who work with children at this school receive training and know what to do in an emergency for the children in their care with asthma.
- Training is refreshed for all staff at least once a year.
- Action for staff to take in an emergency, are displayed in prominent locations for **all** staff including classrooms, kitchens and the staff room.
- This school uses healthcare plans to inform the appropriate staff (including supply teachers and support staff), of pupils in their care who may need emergency help.
- The school has procedures in place for a copy of the pupil's health care plan to be sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent or the information on it is communicated to the hospital as soon as possible.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows. Generally staff should not take pupils to hospital in their own car.

## The school has clear guidance on the administration of medicines at school

### Administration - emergency medicines

- All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent. In an emergency situation, this may include taking action such as administering medicines.
- All pupils at this school with asthma have **easy access to their emergency medicines**.
- All pupils are encouraged to carry and administer their own emergency medicine, when their parents and health specialists determine they are able to start taking responsibility for their condition.
- Pupils who do not carry and administer their own emergency medicines, should know where their medicines are stored and how to gain access.
- An emergency school inhaler is provided in an Emergency Asthma Kit for use when pupil's own inhalers are unusable. This is to be used when pupil's own inhalers are unusable/empty and only with the written consent of parents.

### Administration - non-emergency medicine

- All staff are aware that there is no legal or contractual duty for any member of staff to administer medicine or supervise a pupil taking medicines unless they have been specifically contracted to do so.
- Many members of staff are happy to take on the voluntary role of administering medicines may administer prescribed and non-prescribed

medicines to pupils under the age of 16, but only with the written consent of the parent.

- Training is given to all staff members who administer medicines to pupils and the Local Education Authority provides full indemnity.
- If a pupil refuses their medicine, staff should record this. Parents or carers should be informed as soon as possible.
- If a pupil needs supervision or access to medicine during home to school transport organised by the local authority, properly trained escorts are provided. All drivers and escorts, who have the same training as staff, know what to do in a medical emergency and are aware of any pupils in their care who have specific needs. If they are expected to supervise or administer emergency medication then they are properly trained.
- All staff attending off site visits should be aware of any pupils on the visit with asthma. They should receive information about what to do in an emergency and any other additional support necessary, including any additional medicines or equipment needed.
- If a pupil misuses medicines, either their own or other pupils, their parents will be informed as soon as possible and they will be subject to the school's usual disciplinary procedures

### **The school has clear guidance on the storage of medicines at school**

#### **Safe storage - emergency medicine**

- Emergency medicines are readily available to pupils who require them at all times during the school day or at off site activities.
- Most pupils at this school carry their emergency medicine on them at all times. Pupils keep their own emergency medicines securely.
- Pupils are reminded to carry take their emergency medicines with them at all times.
- Pupils, whose healthcare professionals and parents advise the school that their child is not yet able or old enough to self manage and carry their own emergency medicines on them, know exactly where to access their emergency medicines.

#### **Safe storage - general**

- There is an identified member of staff who ensures the correct storage of medicines at school.
- Three times a year the identified member of staff checks the expiry dates for all medicines stored at school.
- The identified member of staff along with the parent of the pupil with asthma ensures that all emergency and non-emergency medicines brought to school are clearly labelled with the pupil's name, the name and dose of the medicine and the frequency of dose. This includes medicines that all pupils carry themselves.
- All medicines are supplied and stored, wherever possible, in their original containers. All medicines need to be labelled with the pupil's name, 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 paying particular note to temperature.

- Some medicines for pupils at this school may need to be refrigerated. All refrigerated medicines are stored in an airtight container and are clearly labelled. Refrigerators used for medicine storage are in a secure area inaccessible to pupils without supervision or lockable as appropriate.
- All medicines are sent home with pupils at the end of the school year. Medicines are not stored in summer holidays.
- It is the parent's responsibility to ensure new and in date medicines come into school on the first day of the new academic year.

### Safe disposal

- Parents are asked to collect out of date medicines.
- If parents do not pick up out of date medicines or at the end of the school year medicines are taken to a local pharmacy for safe disposal.
- A named member of staff is responsible for checking the dates of medicines and arranging for the disposal of those that have expired. This check is done at least three times a year.

### This school has clear guidance about record keeping

#### Enrolment forms

- Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

#### Drawing up health care plans

- This school uses an adapted *school health care plan* from the *Managing Medicines in schools and early years settings* guidance to record important details about individual children's medical needs, **their triggers**, signs, symptoms, medicines.
- A school health care plan accompanied by an explanation is sent to all parents of pupils with asthma.
- At the start of the school year.
- At enrolment.
- When a diagnosis is first communicated to the school.
- The parents, and / or doctor (or health specialist), are asked to fill out the pupil's school health plan. Parents then return these completed forms to the school.
- The school ensures that a relevant member of school staff is available, if required to help complete the health care plan for pupils with particularly complex healthcare needs.

#### School health plan register

- Health care plans are used to create a centralised register of pupil's with medical needs. An identified member of staff has responsibility for the register at this school.
- The responsible member of staff, follows up any of the details on a pupil's school health care plan or if permission for administration of medicines is unclear or incomplete.

#### Ongoing communication and review of health care plans

- Parents at this school are regularly reminded to update their child's health care plan if their child has a medical emergency or if there have been

changes to their symptoms (getting better or worse) or their medicines and treatments change.

- Staff at this school use opportunities such as teacher-parent interviews and home school diaries to check that information held by the school on a pupil's condition is accurate and up to date.
- Every pupil with a health care plan at this school has their plan discussed and renewed at least once year.

#### Storage and access to health care plans

- Parents and pupils at this school are provided with a copy of the pupil's current agreed health care plan.
- Health care plans are kept in a secure central location at school.
- All members of staff who work with groups of pupils, have access to the health care plans of pupils in their care.
- When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the health care plans of pupils in their care.
- The school ensures that **all staff** protect pupil confidentiality.
- This school seeks permission from parents to allow the health care plan to be sent ahead to emergency care staff should an emergency happen during school hours or at an out of school hours, school activity.
- The school seeks permission from the pupil and parents before sharing any medical information with any other party, such as when a pupil takes part in a work experience placement.

#### Use of health care plans

This school uses the health care plans to:

- Inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care.
- Remind pupils with asthma to take their medicines when they need to and to keep their emergency medicines with them at all times.
- Identify common or important individual pupil triggers at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers.
- Ensure that all medicines stored at school are within the expiry date.
- Ensure this school's local emergency care facilities have a timely and accurate summary of a pupil's current asthma management and healthcare in the event of an emergency.
- Remind parents of pupils with asthma to ensure that any medicines kept at school for their child are within their expiry dates. This includes spare medicines.

#### Consent to administer medicines

- If a child requires regular prescribed or non-prescribed medicines at school parents are asked to provide consent on the healthcare plan giving staff permission to administer medicines on a **regular/daily basis**, if required. A separate form is available for short programmes of medicine if parents and school require it.
- All parents of pupils with asthma are asked to provide consent on the health care plan giving staff permission to administer medicines **in an emergency**.

- If a child requires regular/daily help in administering their medicines then **the school** outlines the school's agreement to administer those medicine/s on the health care plan. The school and parents keep a copy of this agreement.
- Parents of pupils with asthma at this school are all asked at the start of the school year on the healthcare plan if they and/or the child's healthcare professional believe the child is able to self manage, carry and administer their own emergency medicines.

#### **Medicines form for residential trips**

Parents are sent a medicines form to be completed and returned to school shortly before their child leaves for an overnight or extended day trip. This form requests up to date information about the pupil's current condition and their overall health. This provides up to date information to relevant staff and school supervisors to help the pupil manage their condition while they are away including information about medicines not normally taken during school hours.

- The medicines form is taken by the relevant staff member to the off site trip and for all out of school hours activities along with a copy of the pupil's health care plan.
- All parents of pupils with asthma attending a school trip or overnight visit are asked for consent, giving staff permission to administer medicines at night or in the morning if required.
- The medical form also details what medicines and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

#### **Other record keeping**

This school keeps an accurate record of each occasion an individual pupil is given or supervised taking medicines. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medicines administered, this is also recorded and parents are informed as soon as possible

#### **Staff Training - record keeping**

This school holds training on common asthma once a year. All staff attending receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training.

All school staff who volunteer or are contracted to administer medicines are provided with training by a healthcare professional. The school keeps a register of staff that has had the relevant training. The school keeps an up to date list of members of staff who have agreed to administer medicines and have received the relevant training.

**This school ensures that the whole school environment, which includes physical, social, sporting and educational activities, is inclusive and favourable to pupils with asthma**

#### **Physical Environment**

- The school is committed to providing pupils with a physical environment, which is accessible to pupils with asthma.

- The school's commitment to an accessible physical environment includes out of school visits and the school ensures these visits are accessible to all pupils. The school recognises that this sometimes means changing activities or locations.

### **Social interactions**

- The school ensures the needs of children and young people with asthma are adequately considered to ensure their involvement in structured and unstructured social activities during breaks and before and after school.
- The school ensures the needs of children and young people with asthma are adequately considered to ensure they have full access to extended school activities such as school discos, school productions, after school clubs and residential visits.
- All staff at this school are aware of the potential social problems that pupils with asthma may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti bullying and behaviour policies.
- Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of asthma amongst pupils and to help create a positive social environment.

### **Sport and physical activity**

- The school understands the importance of all pupils taking part in sports, games and activities.
- The school ensures all classroom teachers; sport coaches and PE teachers make appropriate adjustments to sports, games and activities to make physical activity accessible to all pupils.
- The school ensures all classroom teachers; PE teachers and sporting coaches understand that pupil's asthma should not be forced to take part in activity if they feel unwell.
- Teachers and coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- The school ensures all PE teachers, classroom teachers and school sport coaches are aware of the potential triggers for pupil's asthma when exercising and tips to minimise these triggers.
- The school ensures all pupils have the appropriate medicines or food with them during physical activity and that pupils take them when needed.
- The school ensures all pupils with asthma are actively encouraged to take part in out of school clubs and team sports.

### **Education and learning**

- The school ensures that pupils with asthma can participate fully in all aspects of the curriculum and ensures that the appropriate adjustments and extra support is provided.
- If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their condition.
- Teachers at this school are aware of the potential for pupils with asthma to have special education needs. Pupils with asthma having difficulties keeping up with their studies are referred to the SEN coordinator. The SEN coordinator consults the pupil, parents and the pupil's healthcare

professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

### **Residential trips**

- Risk assessments must be carried out for any out of school visit and asthma must be considered during this process. Factors to consider include how all pupils will be able to access the activities proposed, how routine and emergency medicines will be stored and administered and where help could be obtained in an emergency.
- There may be additional medicines, equipment or factors to consider when planning residential visits. These may be in addition to any medicines, facilities and healthcare plans that are normally available in school. These normally available facilities should be available during any school off site activity

### **Each member of the school and health community know their roles and responsibilities in maintaining an effective medical condition policy**

This school works in partnership with all interested and relevant parties including the school's governing body, all school staff, school nurses, parents, employers of school staff, healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully. The following roles and responsibilities are used for the asthma policy at this school. These roles are understood and communicated regularly:

#### **This school's employer has a responsibility to:**

- Ensure the health and safety of their employees (all staff) and anyone else on the premises or taking part in school activities (this includes pupils). This responsibility extends to those staff and others leading activities taking place off site, such as visits, outings or field trips.
- Ensure health and safety policies and risk assessments are inclusive of the needs of pupils with asthma.
- Make sure the asthma policy is effectively monitored and regularly updated.
- Provide indemnity for teachers who volunteer to administer medicine to pupils with asthma.

#### **This school's head teacher has a responsibility to:**

- Ensure the school is inclusive and welcoming and that the asthma policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties –including pupils, school staff, SEN coordinators, Welfare assistants, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services.
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupil's individual health plans.
- Ensure pupil confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply teachers and new staff know the asthma policy.
- Delegate a staff member to check the expiry date of medicines kept at school and maintain the school asthma register.

- Monitor and review the policy at least once a year, with input from staff and external stakeholders.

**All staff at this school has a responsibility to:**

- Be aware of the potential triggers, signs and symptoms of asthma and know what to do in an emergency.
- Understand the school's asthma policy.
- Know which pupils have asthma and be familiar with the content of their individual health plan.
- Allow all pupils to have immediate access to their emergency medicines.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure pupils who carry their medicines with them, have them when they go on a school trip or out of the classroom.
- Be aware that long term conditions can affect a pupil's learning and provide extra help when pupils need it.
- Be aware of pupils with asthma who may be experiencing bullying or need extra social support.
- Liaise with parents, the child's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition.
- Use opportunities such as PSHE to raise pupil awareness about asthma.
- Understand the common asthma and the impact it can have on pupils. (Pupils should not be forced to take part in activity if they feel unwell)
- Ensure all pupils with asthma are not excluded from activities they wish to take part in.
- Ensure pupils have the appropriate medicines with them during activity or exercise and are allowed to take it when needed.

**The school nurse at this school has a responsibility to:**

- Help update the school's medical condition policy.
- Help provide regular training for school staff in managing asthma at school.
- Provide information about where the school can access training in areas that the school nurse has not had specialist training.
- Provide support and information to the identified member of staff responsible for ensuring that parents complete the health care plans.

**The parents at this school have a responsibility to:**

- Tell the school if their child has asthma.
- Ensure the school has a complete and up-to-date school healthcare plan 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 field trips and 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 condition.
- Ensure their medicines and medical devices are labelled with their full name.

- Provide the school with appropriate spare medicines labelled with their child's name.
- Ensure that their child's medicines are within their expiry dates.
- Keep their child at home if they are not well enough to attend school.
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews with their doctor or specialist healthcare professional.
- Ensure their child has a written self-management plan from their doctor or specialist healthcare professional to help them manage their child's condition

This policy was agreed and adopted by the Safeguarding committee on behalf of the Governing Body on:

Chairperson .....

Date .....

## **HOW TO RECOGNISE AN ASTHMA ATTACK**

### **The signs of an asthma attack are:**

- Persistent cough (when at rest)
- A wheezing sound coming from the chest (when at rest)
- Difficulty breathing (the child could be breathing fast and with effort, using all accessory muscles in the upper body)
- Nasal flaring
- Unable to talk or complete sentences. Some children will go very quiet.
- May try to tell you that their chest 'feels tight' (younger children may express this as tummy ache)

### **CALL AN AMBULANCE IMMEDIATELY AND COMMENCE THE ASTHMA ATTACK PROCEDURE WITHOUT DELAY IF THE CHILD:**

- Appears exhausted
- Has a blue/white tinge around lips
- Is going blue
- Has collapsed

## WHAT TO DO IN THE EVENT OF AN ASTHMA ATTACK

- Keep calm and reassure the child
- Encourage the child to sit up and slightly forward
- Use the child's own inhaler – if not available, use the emergency inhaler
- Remain with the child while the inhaler and spacer are brought to them
- Immediately help the child to take two separate puffs of salbutamol via the spacer
- If there is no immediate improvement, continue to give two puffs at a time every two minutes, up to a maximum of 10 puffs
- Stay calm and reassure the child. Stay with the child until they feel better
- If the child does not feel better or you are worried at ANYTIME before you have reached 10 puffs, CALL 999 FOR AN AMBULANCE
- If an ambulance does not arrive in 10 minutes give another 10 puffs in the same way.

**CONSENT FORM**  
**USE OF EMERGENCY SALBUTAMOL INHALER**  
**Clive C.E. Primary School and Nursery**

1. I can confirm that my child has been diagnosed with asthma/has been prescribed an inhaler (delete as appropriate).
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed:

Date:

Name (print):

Child's name:

Class:

Parent's address and contact details:

Telephone:

Email:

LETTER TO INFORM PARENTS OF  
EMERGENCY SALBUTAMOL INHALER USE  
Clive C.E. Primary School and Nursery

Child's Name	
Class	
Date	

Dear

This letter is to formally notify you that ..... has had problems with his/her breathing today. This happened when:

.....  
.....  
.....

A member of staff helped them to use their asthma inhaler

They did not have their own asthma inhaler with them, so a member of staff helped them to use the emergency inhaler containing salbutamol. They were given ..... puffs.

Their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given..... puffs.

Although they soon felt better, we would strongly advise that you have your child seen by your own doctor as soon as possible.

Yours sincerely,

Mary Lucas  
Headteacher.



EMERGENCY INHALER – DETAILS  
USE, CLEANING AND STORAGE  
Clive C.E. Primary School and Nursery

Manufacturer Information:

Date acquired:

Expiry Date:

- Before use, prime the inhaler by spraying two puffs.
- Use the inhaler in the usual way.
- Following use, remove the inhaler canister. Wash the plastic inhaler housing and cap in warm running water.
- Leave to dry in a clean, safe place.
- Once dry, insert the inhaler canister back into the plastic inhaler housing and return to its designated storage space.
- If there is any risk of contamination with blood, DO NOT reuse.
- Spent inhalers should be disposed of in the usual way through a pharmacy. See school office for further details.