



Asthma Policy

Date Policy due to be reviewed: July 2020

Committee Responsible for Policy: Finance and Operations Committee

Hillcrest 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 lessons, PE, science, visits, outings or field trips and other out-of-hours school 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;
- ensures that the whole school environment, including the physical, social, sporting and educational environment, is favourable to pupils with asthma;
- ensures that all pupils understand the causes and potential consequences of asthma;
- ensures that all staff (including supply teachers and support staff) who come into contact with pupils with asthma know what to do in an asthma attack;
- ensures training and information for staff is updated on an annual basis;
- understands that pupils with asthma may experience bullying and has procedures in place to prevent this;
- recognises that pupils with asthma could be classed as having a disability due to their asthma as defined by the Equality Act 2010, and therefore may have additional needs;
- will work in partnership with all interested parties including the school's governing body, all school staff, school nurses, parents/carers, employers of school staff, doctors, nurses and pupils to ensure the policy is planned, implemented and maintained successfully.

The Hillcrest School encourages pupils with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, governors, parents and pupils.

Roles and Responsibilities

Deputy Head teacher (Pastoral) – Steven Connor-Hemming

The Deputy Head teacher has a responsibility to:

- ensure there is a school asthma policy with the help of school staff, school nurses, local education authority advice and the support of school governors;
- ensure the school policy is planned in line with devolved national guidance;
- ensure the policy is put into action, with good communication of the policy to everyone;
- assess the training and development needs of staff and arrange for them to be met;
- co-ordinate annual training opportunities for staff and ensure relevant documentation is shared;
- ensure all supply teachers and new staff know the school asthma policy;
- regularly monitor the policy and how well it is working;
- delegate a staff member to check the expiry date of spare reliever inhalers and maintain the school asthma register
- report back governors to review and update the school asthma policy.

School staff

All school staff have a responsibility to:

- read and understand the school asthma policy;
- attend annual training sessions and updates on asthma delivered by the School Nurse;
- know which pupils they come into contact with have asthma;
- understand the signs, symptoms and triggers of an asthma attack;

- know what to do in an asthma attack in accordance with the guidance outlined in this policy;
- allow pupils with asthma immediate access to their reliever inhaler;
- 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.

Our student receptionist (Louise Meggitt) has a responsibility to:

- keep accurate records of pupils suffering from asthma and update information shared with staff;
- inform parents/carers if their child has had an asthma attack and encourage them to visit to the GP;
- inform the relevant College Leader if a child is using their reliever inhaler more than they usually would;
- call parents/carers to remind them of the importance of having spare inhalers in school in case of emergencies;
- record message about replacement medication in the pupils' planner and inform the relevant College Leader and School Nurse if the pupil fails to bring spare medication into school;
- if spare medication is in school, ensure pupils have their asthma medicines with them when they go on a school trip;
- provide accurate health information for staff when taking a pupil with asthma on a school trip and ensure the member of staff has appropriate medication and administration guidance with them prior to the visit;
- appropriately clean the plastic inhaler housing and cap of an emergency inhaler after it has been used;
- regularly check (every month) student inhalers and spare inhalers stored in school to ensure they are in date, have a sufficient number of doses available to use and notify parents of their responsibility to provide replacement inhalers when the expiry date approaches;
- regularly check (every month) the emergency inhaler and spacers stored in school.

Our Senior Learning Mentor (Mary Bunce) has a responsibility to:

- liaise with parents/carers and the school nurse as necessary to discuss individual concerns;
- refer any pupil to the school nurse if there are concerns over their ability to use the inhaler appropriately;
- meet with parents/carers and school nurse to formalise Asthma Action Plans.

School nurses

School nurses have a responsibility to:

- help plan/update the school asthma policy;
- deliver annual staff training;
- prepare individual Asthma Action Plans to ensure asthma is managed effectively;
- provide information about where schools can get training if they are not able to provide specialist training themselves.

Pupils

All pupils have a responsibility to:

- treat other pupils with asthma equally;
- let any pupil having an asthma attack take their reliever inhaler (usually blue) and ensure a member of staff is called.

Pupils with asthma have a responsibility to:

- tell their parents/carers, teacher or PE teacher when they are not feeling well;
- treat asthma medicines with respect;
- know how to administer their own asthma medicines;
- carry spare inhalers / medication with them at all times in case of emergencies in and out of school;
- bring a spare inhaler to school to be kept safely in student reception in case of emergencies;
- know how to gain access to their medicine in an emergency in school.

Parents/carers

Parents/carers have a responsibility to:

- tell the school if their child has asthma;
- ensure the school has a complete and up-to-date school asthma card 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;
- inform the school of any specific diagnosis during admissions meetings, confirm the type of inhaler used and provide permission for the child to be placed on the school medical list
- 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 (for example, if their symptoms are getting worse or they are sleeping badly due to their asthma);
- ensure their child carries a reliever inhaler with them to and from school;
- provide the school with a spare reliever inhaler and replace as necessary;
- ensure that their child's reliever inhaler and the spare is within its expiry date;
- ensure their child catches up on any school work they have missed if absent through asthma;
- 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.

Asthma medicines

- Immediate access to reliever medicines is essential. Pupils with asthma are encouraged to always carry their reliever inhaler.
- Parents/carers are asked to ensure that the school is provided with a labelled spare reliever inhaler. This will be stored in a cupboard in student reception in case the pupil's own inhaler runs out or is lost or forgotten.
- All inhalers must be labelled with the child's name by the parent/carer.
- A termly check will be made of the spare medication stored in school and any medication that is out of date will be disposed of.
- The medication should be in the container as prescribed by the doctor and as dispensed by the pharmacist with the child's name, dosage and instructions for administration printed clearly on the label.
- Should the medication need to be changed or discontinued before the completion of the course or if the dosage changes, school should be notified in writing immediately. A fresh supply of correctly labelled medication should be obtained by parents / carers and taken into school as soon as possible.
- School staff are not required to administer asthma medicines to pupils (except in an emergency)

- Unless it is an emergency asthma medication should only be administered by first aid trained staff.
- All school staff will let pupils take their own medicines when they need to.

Emergency inhalers

In line with guidance outlined in 'Department of Health guidance on the use of emergency inhalers in schools', March 2015:

- The school has purchased a number of emergency inhalers (blue inhaler / reliever) that are stored appropriately in school and replaced with new inhalers as necessary.
- One inhaler / spacer is stored in the staffroom next to the asthma medical list. If staff are required to use one of the emergency inhalers they will be required to record the name of the student and the date / time of administration. The use of spacers means that we will not be required to dispose of the blue inhaler each time they have been administered. Spacers will be disposed of after single use. Following use, the inhaler cannister will be removed and the plastic inhaler housing and cap will be washed in warm water and left to dry in a clean space. The cannister will be returned to the housing when dry and the cap replaced.
- Regular checks will be carried out on the emergency inhaler in the staffroom and the inhaler and spacer will be replaced as necessary. Two other emergency inhalers and spacers will be stored in student reception and administered as necessary as outlined above.
- The school will only administer an emergency inhaler if we do not have a spare inhaler in school (that has been sent from home) or if the student is not carrying their own personal inhaler.
- The emergency inhaler will only be used by pupils who have been diagnosed with asthma and prescribed a reliever inhaler OR who have been prescribed a reliever inhaler AND for whom written consent to use the emergency inhaler has been given by parents/carers.
- Parents / carers must complete a consent form giving the school permission to use the emergency inhalers if their child is suffering from asthmatic problems. (See Appendix 1)
- This consent form will cover the student from years 7-13 meaning parents will not be required to give consent on an annual basis. However, it is the parents/carers responsibility to ensure they have completed the consent form accurately. Parents / carers do have the right to withdraw their consent at any stage of their child's school career at Hillcrest. The school must receive written confirmation from the parent / carer if they wish for their child to no longer be eligible to use the emergency inhalers. (See Appendix 1)
- The school reserves the right to invoice parents / carers for the cost of new emergency inhalers if we feel their child is unnecessarily using the emergency inhalers. The school emergency inhalers should only be used in emergency situations. However, it is expected that students suffering from asthma should not need to use the emergency inhalers as parents / carers should ensure that a spare inhaler is sent into school and students will carry their own personal inhalers daily.

Record keeping

- At the beginning of each school year or when a child joins the school, parents/carers are asked if their child has any medical conditions including asthma on their admissions form. It is the parents / carers responsibility to provide full details of their child's medical conditions, regular medication, emergency medication, emergency contact numbers, name of family doctor, details of hospital Consultants, allergies, special dietary requirements.
- From this information the school produces a medical list, which is available to all school staff.
- The medical list is updated regularly and shared with staff as necessary.

- Medical guidance and specific information about individual pupils is posted on the staff noticeboard in the staffroom and updated as necessary throughout the year.
- Asthma Action Plans will assess the needs of the pupil and provide details of the severity of the condition, individual triggers, signs and symptoms. It will provide clear information about the arrangements for daily care including the type of medication, the dose, the route of administration and the access arrangements.
- The Asthma Action Plan will be reviewed on a regular basis, usually every academic year.

Exercise and activity – PE and games

- Taking part in sports, games and activities is an essential part of school life for all pupils. All teachers know which children in their class have asthma and all PE teachers at the school are aware of which pupils have asthma from the school's medical list.
- Pupils with asthma are encouraged to participate fully in all PE lessons.
- PE teachers will remind pupils whose asthma is triggered by exercise to take their reliever inhaler before the lesson, and to thoroughly warm up and down before and after the lesson.
- Pupils should carry an inhaler with them in all lessons that require physical exertion as it may not always be possible to swiftly access their spare medication stored in student reception.
- If a pupil needs to use their inhaler during a lesson, they will be encouraged to do so.
- Classroom teachers follow the same principles as described above for games and activities involving physical activity.

Out-of-hours activities

There has been a large emphasis in recent years on increasing the number of children and young people involved in exercise and sport in and outside of school. The health benefits of exercise are well documented, and this is also true for children and young people with asthma. It is therefore important that the school involve pupils with asthma as much as possible in after school clubs.

- PE teachers, classroom teachers and out-of hours school sport coaches are aware of the potential triggers for pupils with asthma when exercising, tips to minimise these triggers and what to do in the event of an asthma attack.
- All staff are required to complete an annual asthma training session delivered by the school nurse.
- All staff involved in out-of-hour activities must ensure pupils have their own inhalers or are provided with spare inhalers in school prior to the start of the activity.
- Emergency inhalers will be accessible but will only be administered if the parent / carer has given written permission for their child to use the school-based emergency inhalers.

Educational Visits

School educational visits play an integral part in a pupil's school life; therefore, the basic principles of care apply as they would within school (as outlined above).

However, the school has the right to withdraw a pupil from an educational visit if they do not carry their own inhaler, they have failed to bring a spare inhaler into school and their parents have failed to give consent for them to use the school's emergency inhaler/spacer. This same principle also applies to any out-of-hour activities or events on the school site.

School environment

- The school does all that it can to ensure the school environment is favourable to pupils with asthma.
- The school has a definitive no-smoking policy.

- The school has a dog in school on several days of the week to support students experiencing emotional difficulties in our Learning Base. The members of staff supervising the base are fully aware of pupil's with allergies and asthma and manage the environment sensitively and appropriately.
- As far as possible the school does not use chemicals in science and art lessons that are potential triggers for pupils with asthma.
- Pupils with asthma are encouraged to leave the room and go and sit in the student reception if particular fumes trigger their asthma.

Training for staff

- The policy for working with pupils with asthma will be reviewed each year and staff will receive full training on this policy.
- The school nurse will train all staff every year on asthma. All staff have a responsibility to attend this safeguarding training.
- School policy and procedures form part of staff induction at Hillcrest School.

Specific guidance on asthma

Common trigger factors

The most common triggers that affect children at school are:

- Exercise, laughing
- Cold and viral infections
- Sudden changes in temperature such as damp, cold air
- Pollen, spores and mould
- Feathers
- Stress/excitement/distress
- Chemicals, glue, paint, aerosols, cleaning products and toiletries
- Food allergies
- Smoking (passive and active)

Factors that trigger asthma for individual pupils will be clearly recorded on their Asthma Action Plan and shared with all members of staff.

Main treatments

Reliever inhalers are usually blue devices. They work almost immediate and are normally effective for up to four hours. They work on the tightness in the airways that occur during an asthma attack. Reliever inhalers should be used whenever a pupil is experiencing asthma symptoms. They can be used prior to exercise and must be available during exercise if needed. Reliever inhalers must be taken with the pupil on all off-site activities.

Preventer Inhalers are usually brown/orange/cream. These inhalers need to be used every day (normally morning and evening) even if the person is feeling well. Unlike reliever inhalers, they do not work during an asthma attack as they do not give immediate or quick relief when someone is breathless. Regular usage is designed to reduce the number and frequency of asthma attacks.

Assessing an asthma attack

The three typical symptoms in an asthma attack are breathlessness, wheezy breath and cough. As asthma varies from pupil to pupil it is impossible to provide guidelines to suit every child. However, the following guidelines may be helpful:

- Mild: may involve an increase in coughing, slight wheeze but the child has no difficulty in speaking and is not distressed.
- Severe: the pupil is in distress and anxious, gasping or struggling to breath and is unable to complete a sentence; they may be pale and sweaty and may have blue lips

Treating an asthma attack

In any asthma attack the child must have immediate access to their reliever (blue) inhaler. If the pupil is not carrying their own inhaler the teacher should send another pupil to student reception to request first aid support and access to the pupils' spare inhaler stored in student reception.

During an asthma attack members of staff should:

- Stay calm and reassure the pupil
- Help the pupil to breathe slowly, sit upright or lean forward, offer a drink of water, ventilate the room and loosen tight clothing.
- Staff should not, under any circumstances, allow the pupil to lie down
- Listen carefully to what the pupil is saying throughout the attack
- Help the pupil to take their reliever (blue) inhaler (usually 2-4 puffs are enough to bring mild attacks under control but more if necessary)
- If no improvement, repeat the steps up to a maximum of 10 puffs until symptoms resolve
- Stay with the pupil until the attack has resolved
- Encourage the pupil to gentle activity when recovered
- Report the incident to the student receptionist who will inform parent/carer immediately and advise them to make an urgent doctor's appointment. If the pupil had to use 6 puffs or more in a period of 4 hours, the parent/carer must be made aware of this and advised to inform the doctor.

In the event of a severe asthma attack the school will call for an ambulance if any of the following occur:

- The reliever has no effect after 5-10 minutes
- The pupil is distressed, unable to walk, very pale, gasping for breath or blue around the lips
- The pupil is getting exhausted
- The pupil cannot complete a sentence
- The pupil is exhibiting a reduced level of consciousness
- There are any doubts about the child's condition.

While waiting for the ambulance to arrive:

- Stay calm and continue to reassure the pupil
- The pupil should continue to take puffs of their reliever inhaler as needed until the symptoms resolve
- If the pupil has a spacer device and a reliever inhaler available give up to ten puffs, one puff every minute (shaking the inhaler between each puff)
- If the pupil's condition is not improving and the ambulance service has not arrived this process may be repeated
- The pupil's parent/carer should be notified immediately.
- A first aid trained member of staff will accompany a pupil taken to hospital by ambulance and stay with them until the parent/carer arrives.

Review and Monitoring

The policy will be reviewed annually by the Deputy Headteacher (Pastoral), School Nurse and Student Receptionist.

Date policy agreed – July 2019

Policy to be reviewed – July 2020

Hillcrest School: Use of emergency Salbutamol Inhalers

Dear Parent / Carer,

The safety of our students is of paramount importance. As part of our outstanding practice we constantly review our support systems and procedures throughout the year. We work closely with the School Nurse Service as part of this review process. You will be able to access our whole school policy on the school website.

As outlined in our policy we strongly advise parents / carers to ensure they send spare inhalers into school, so they can be safely and appropriately stored in student reception and accessed by students as required. In addition, we also strongly advise parents / carers to ensure their child carries an inhaler with them at all times so they can self-administer. Ultimately it is the responsibility of the parent / carer to ensure their child is fully equipped to deal with emergency situations.

From October 2014 schools can keep salbutamol inhalers that can be used in emergency situations if a child does not have their own inhaler with them or the parent / carer has not sent in a spare inhaler to school. **Please note that the emergency inhalers will only be used in emergency situations and only if the parent / carer has given permission for their child to use the inhalers purchased by the school.**

The use of emergency inhalers is outlined in our Admissions Form. By signing the consent on the form, you are giving permission for your child to use the emergency inhalers for the duration of their time at Hillcrest School. **Please note that if you do not sign the consent box on the admission form then your child will not be able to use the emergency inhalers under any circumstances.**

Parents / carers do have the right to withdraw their consent at any stage of their child's time at Hillcrest, but this must be confirmed by parents / carers in writing.

Thank you in advance for your support in this matter. It is vital that we work together to ensure your child is always safe during the school day and is ultimately in a position to administer her own first aid in a medical emergency on the journey to and from school.

Yours sincerely

Mr S Connor-Hemming
Deputy Headteacher

Consent Form – Asthma Emergency Salbutamol Inhalers

Name of student

Form group

Parent/Carer Agreement

Please tick the statements below to confirm your support for our Asthma policy:

- I/We can confirm that my/our child has been diagnosed with asthma and has been prescribed an inhaler.
- I/We will ensure that my/our child knows how to use their inhaler correctly.
- I/We will inform the school immediately if there is any change to circumstances or medications prescribed.
- My/our child has a working, in date inhaler, clearly labelled with their name, which they will bring to school with them every day.
- I/We will ensure my/our child brings a spare, in date, inhaler into school and replace it before the expiry date is reached.
- I/We give permission for my/our child to use their inhaler in school as required and for school staff to help them when necessary

Emergency Inhaler

- I/We **give** permission for my/ ur child to use the school's emergency inhalers throughout her school career at Hillcrest School.
- I/We **do not** give permission for my/our child to use the school purchased emergency inhalers throughout her school career at Hillcrest School.

Name of Parent/Carer 1

Signed

Date

Name of Parent/Carer 2

Signed

Date

Please send the reply slip to Mrs Meggitt in Student Reception

Asthma Attack Flow Chart

