



'Striving, Supporting, Inspiring, Succeeding'

ST STEPHEN'S INFANT SCHOOL



Policies Managing Asthma

REQUIRED REVIEW FREQUENCY		ANNUALLY
NEXT REVIEW DATE		OCTOBER 2023
VERSION	APPROVED BY	DATE OF APPROVAL
3	Resources	12 January 2022

KEY CHANGES: Reviewed by Karen Stokes.

Details added to the policy –
Page 2 Record Keeping,
Paragraph 4 – With instruction.....
Paragraph 7 – After Appendix A

Page 3 Reliever Medicines,
Page 3 and Top of Page 4 – ALL bullet points have been updated and some changes.

Page 6 – Above title **Access and Review of Policy** - Added paragraph The School Medical Officer will ensure.....

Signed

Date



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Chairman of the Resources Committee

Introduction

St Stephen’s Infant School:

- Recognises that asthma is a widespread, serious but controllable condition and our 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.
- Will have an emergency asthma kit in school for use in an emergency only.

Record keeping

When a child joins the school, parents/carers are asked to declare, for the school’s records, any medical conditions (including asthma) that require care within school.

At the beginning of each school year, parents/carers 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 school card to complete and return to school.

The school uses this to update its asthma records. All teachers are informed of the children in their class who have asthma. A list of names is put into the Class Medical file with instructions if necessary for example if a child needs their inhaler before P.E.

From the 1st October 2014 the Human medicines (Amendment) (No.2) Regulations 2014 allowed schools to keep salbutamol inhalers for use in emergencies.

ALL parents/carers are requested to sign a consent form to allow their child in an emergency only situation to receive the emergency inhaler. Procedures are followed.

Appendix A. The School Medical Officer **will ensure** this consent is signed, as this could/may cause health risks.

Parents/carers are required to update the school about any change in their child’s medication or treatment.

Any child, during a school trip, who requires their inhaler will have details recorded – date, time and the amount of ‘puffs needed. This information will then be stored with the rest of the child’s records.

Supporting the achievement of children with asthma

If a child’s asthma is negatively impacting on their academic achievement the child’s class teacher(s) will inform parents/carers.

If appropriate the teacher will then talk to the school Medical Officer and/or Special Educational Needs Coordinator (SENCO).



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The school recognises it is possible for children to be classified as having Special Educational Needs because of their asthma condition.

The school will strive to ensure adequate support is put in place to overcome any barriers to learning. This may include involving outside agencies such as the School Nurse.

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.

The School Environment

The school endeavours to ensure 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. 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

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

Reliever medicines

Immediate access to reliever medicines is essential. The reliever inhalers are stored in the following areas:

- Year one and Year two classes have all their inhalers stored in the main first aid area, next to the Rainbow room.
- Decision taken to make systems easier linked to first aid – Reception children will have their inhalers administered by the reception team, as they have continuous provision which involves no playtimes linked with Key-stage one children.
- At lunchtime the inhalers will be administered by the lunchtime team attached to reception.
- Any extra management of inhalers will be written on BOTH boards, Main first aid area and reception area.

IF RESTRICTIONS ARE NEEDED AGAIN IN SCHOOL -

- (Full PPE equipment will be worn by all staff administering inhalers. (Temporary measure due to Covid 2020).
- *Year 1 Corridor with first aid resources – Temporary measure during Covid 2020 – Not in place now SEPT 21, but could be an option if restrictions are back in place moving forward.*
- **ALL INHALERS AFTER USE WILL BE CLEANED - GUIDANCE DUE TO COVID 2020.**



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All inhalers must be labelled with the child’s name by the parent/carer and be presented in the original packaging. This is checked by the school’s Medical Officer.

It is the parent/carer’s responsibility to ensure the reliever inhaler is in date and to inform the school if their child is likely to need their reliever more often at certain times of year *e.g. if the child has a cold or have been unwell at home.*

If the school is informed the child needs their inhaler ‘longer term’, or daily for a week, the details will be placed on a notice board in the First Aid Area for all staff to note and action appropriately.

All children with inhalers must be supplied with a spacer by their parent/carer. At the end of every term used spacers will be cleaned.

If a parent/carer has stated their child requires an inhaler in school but does not supply an **in-date inhaler**, the school will take the following action:

- The out of date inhaler will be given back to the parent/carer for a new one to be brought into school without delay. School **will not** receive an inhaler if it is out of date.
- If the parent/carer fails to supply the inhaler as requested, a phone call reminding the parent/carer will be made by school.
- If the parent/carer fails to supply the inhaler as requested, we will write to the parent using the example letter below in Appendix B. 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 in the school Medical File.

The Emergency Inhaler

The emergency salbutamol inhaler must only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The inhaler can be used if the pupil’s prescribed inhaler is not available (for example, because it is broken, or empty).

It will also be taken on school trips.

An emergency kit will be kept in the ‘First Aid Area’ in the school medical trolley.

An emergency Inhaler and Spacer is now stored in the school office. It is placed in the ‘fire drill folder’ in case of an emergency. The school secretary will be responsible to ensure the folder is brought into the playground when there is a fire drill and in an emergency.

The school Medical Officer will be responsible for maintaining the Emergency Kit and ensuring that:

- On a monthly basis the inhaler and spacers are present and in working order, and the inhaler has sufficient number of doses available
- That replacement inhalers are obtained when expiry dates approach
- Replacement spacers are available following use



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- The plastic inhaler housing (which holds the canister) has been cleaned, dried and returned to storage following use, or that replacements are available if necessary.

The school will ensure that any child allowed to receive this emergency inhaler will have written consent by the parent/carer and the child’s name will be put onto a register that will be held in the front of the Asthma Record book. (Copy letter Appendix C)

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.

Emergency Asthma Treatment

Signs of 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**

Asthma Attack Procedure – Temporary measures due to COVID 2020. Full PPE equipment (gloves, apron, face visor and mask) must be worn by staff administering inhalers.

- Keep calm and reassure the child - FOLLOW PROCEDURE BELOW IF CHILD DOES NOT HAVE HIS OWN INDIVIDUAL PLAN.
- Help the child to breathe by ensuring tight clothing is loosened
- Encourage the child to sit up and slightly forward, do not hug them or lie them down
- Use the child’s own inhaler – if not available, use the emergency inhaler (see Visual procedures in First Aid Area)
- Remain with the child while the inhaler and spacer are brought to them
- Immediately help the child to take two separate puffs the inhaler via the spacer



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- 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. The child can return to school activities when they feel better
- If the child does not feel better or there is no improvement in the pupil’s condition or you are worried or in doubt 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

(Department of Health Guidance September 14).

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 phoned immediately to be told about the attack. This will give the parent/carer the choice to collect the child from school.

The school medical officer will ensure that information on ‘How to administer Inhalers’ is sent to staff yearly, or when requested.

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.



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APPENDIX A

St. Stephen’s Infant School
Lansdown Road
Kingswood
Bristol
BS15 1XD
Tel/Fax: 01454 866470
Email: enquiries@ststephensinf.org.uk
Website: www.ststephensinf.org.uk
Twitter: @StStephensInf

Headteacher: Mr T Ruck
Deputy Headteacher: Mrs C Hayes

Dear Parents/Carers

USE OF EMERGENCY SALBUTAMOL INHALER

Following a change in regulations, as a school we now have emergency salbutamol inhalers in school to be used in the event of a child having an asthma attack. They may need the emergency inhaler due to their own inhaler being broken, empty or unavailable for use. However, to enable them to use this inhaler in an emergency, we require your permission and would be grateful if you could complete and return the form below as soon as possible.

Please note that the school inhaler is for emergency use only and your child must still use their own inhaler when needed.

Yours Sincerely

Mrs Karen Stokes
Medical Officer

.....

USE OF EMERGENCY SALBUTAMOL INHALER

Child’s Name:..... **Class:**

1. I can confirm that my child has been diagnosed with asthma and has been prescribed a reliever inhaler.

2. My child has a working, in-date inhaler, clearly labelled with their name, which is kept in school.
Yes/No

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).....



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Appendix B



‘Striving, Supporting, Inspiring, Succeeding’

St Stephen’s Infant School
Lansdown Road
Kingswood
Bristol
BS15 1XD
Tel/Fax: 01454 866470
Email: StStephensInfants.School@southglos.gov.uk
Website: www.ststephensinf.org.uk

Headteacher: Mr. T Ruck. BSc.(Hons.) PGCE, NPQH

Dear

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 card 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 inform Karen Stokes, School Medical Officer.

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

Karen Stokes
Medical Officer



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Appendix C

EMERGENCY SALBUTAMOL INHALER USE

Child's name:

.....

Class:

.....

Date:

Dear...Parent/Carer.....,

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

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. .

Yours sincerely