

	SANDBROOK PRIMARY SCHOOL		
	Asthma Policy		
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Author /owner	M Blakemoore-Irving		
Scope	All adults who work with pupils and Sandbrook Primary School		
Adopted	Committee: Health and Safety		

POLICY

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work, etc Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Schools Standards and Framework Act 1998
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Special Educational Needs and Disability Act 2001
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Equality Act 2010
- School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The following organisations are also related to this policy:

- www.asthma.org.uk
- www.nhs.uk
- Equality Act 2010: Advice for Schools (DfE)

It is our policy to:

We understand that asthma, which particularly affects children, causes the airways in the lungs to narrow making it difficult to breathe. Sudden narrowing produces what is usually called an attack of asthma.

Asthma is the commonest chronic condition in childhood. It can significantly affect children and families' everyday lives. It can lead to death and it is a major problem that must be taken seriously.

We have a duty to ensure that we are prepared to assist in the management and control of this widespread, serious but controllable condition among children. However, there is no legal or contractual duty upon teaching staff to administer asthma medication.

We will endeavour to create a school environment that is favourable to all asthma sufferers. We will encourage those children who suffer with asthma to fully participate in all aspects of this school.

We will ensure that all school personnel are fully trained in dealing with a person having an asthma attack and that individual pupil asthma inhalers are readily accessible at all times.

We believe that every child diagnosed with asthma should have an Individual Healthcare Plan (IHCP) for their care which outlines a clear set of instructions about what to do and when to seek medical help. Evidence suggests that both children and adults should be regularly monitored and annually reviewed.

We will ensure that the appropriate school personnel undertake regular training to ensure they are well briefed in the case of an asthma emergency.

We work hard to have in place and to maintain a system that ensures all IHCPs are kept up to date and are available at all times to school personnel who may need them in an emergency. It is vital that all IHCPs clearly indicate whether a pupil needs emergency medication such as asthma inhalers or epipens.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements connected with this policy.

AIMS

- To encourage and help children with asthma to participate fully in all aspects of school life.
- To ensure that the school environment is favorable to all asthma sufferers.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.
- Recognise that asthma is an important condition affecting many school pupils and welcomes all pupils with asthma.
- Ensure that pupils with asthma participate fully in all aspects of school life including PE.
- Recognise that immediate access to reliever inhalers is vital.
- Keep records of pupils with asthma and the medication they take.
- Ensure that other pupils understand asthma.
- Ensure all staff who come into contact with pupil with asthma know what to do in the event of an asthma attack.
- Work in partnership with all interested parties including all school staff, parents, governors, medical professionals and pupil to ensure the policy is implemented and maintained successfully.

RESPONSIBILITIES

The Governing Body has:

- Appointed a member of staff to be responsible for Health and Safety.
- Delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy.
- Responsibility for ensuring that the school complies with all equalities legislation.
- Nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy.
- Responsibility for ensuring funding is in place to support this policy.
- Responsibility for ensuring this policy and all policies are maintained and updated regularly.
- Responsibility for ensuring all policies are made available to parents/carers.

The Governing Body has nominated Carol Jones as link governor to:

- Visit the school regularly.
- Work closely with the Headteacher and the coordinator.
- Ensure this policy and other linked policies are up to date.
- Ensure that everyone connected with the school is aware of this policy.
- Attend training related to this policy.
- Report to the Governing Body every term.
- Provide an annual report to the Governing Body on the success and development of this policy.
- Take responsibility for the effective implementation, monitoring and evaluation of this policy.

Headteacher is responsible for:

- Ensuring the policy is robustly implemented.
- ensure all school personnel, pupils and parents are aware of and comply with this policy.
- work closely with the link governor and SENCo.
- provide leadership and vision in respect of equality.
- provide guidance, support and training to all staff.
- monitor the effectiveness of this policy.
- Provide an annual report to the Governing Body on the success and development of this policy.

SENCo is responsible for:

- Ensuring IHCP are reviewed annually.
- Advise staff on how they can improve their skills and practice.
- Informing staff of statutory and non-statutory changes in accordance with GOV.UK
- Implementing regular IHCP review meetings with family members and healthcare professionals.
- Ensuring that all staff who come into contact with pupils with asthma know what to do in the event of an asthma attack.
- Lead the development of this policy throughout the school.
- Work closely with the headteacher and the nominated governor.

- Ensure school pets are housed away from the classroom.
- Ensure certain chemicals used in science and art which are potential triggers for pupils with asthma are not used.
- Ensure a record of each child's medication will be readily available to those responsible for each child.
- Insist the national asthma campaign's school card must be filled in by a doctor for all pupils suffering from asthma.;
- Ensure that children have a spare inhaler in school which is clearly marked with the child's name and kept in an agreed safe place for easy access.
- Ensure inhalers will always be taken on all educational visits and residential visits.
- Provide guidance and support to all staff.
- Provide training for all staff on induction and when the need arises.
- Keep up to date with new developments and resources.
- Review and monitor.
- Provide an annual report to the governing body.

School personnel will:

- Comply with this policy
- Be trained to recognise an asthma attack and know what they can do to help or get help.
- Support pupils with asthma to ensure they can participate fully in all aspects of school life including PE.
- Ensure immediate access to reliever inhalers is vital at all times.
- Make sure that when a pupil makes a request to use their inhaler, all staff will let pupils take their own medication when they need to.
- Ensure records of pupils with asthma and the medication they take is kept updated.

Be aware of the common signs of an asthma attack namely:

- Persistent cough (when at rest)
- A wheezing sound coming from the chest (when at rest)
- Being unusually quiet
- The pupil complains of shortness of breath at rest, feeling tight in the chest (younger pupils may express this feeling as a tummy ache)
- Difficulty in breathing (fast and deep respiration)
- Nasal flaring
- Being unable to complete sentences
- Appearing exhausted
- A blue / white tinge around the lips
- Going blue

In the event of a child having an asthma attack school personnel will:

- Not leave the pupil alone.
- Keep calm and reassure the pupil.
- Encourage the pupil to sit up and slightly forward.
- Ensure the inhaler to the pupil and not the pupil to the inhaler.
- Remain with pupil while their inhaler and spacer are brought to them.

- Make sure the pupil takes two puffs of their reliever inhaler immediately .
- Ensure that if there is no immediate improvement continue to give them two puffs of reliever inhaler.
- Ensure that If the pupil does not feel better after taking their inhaler then they will call 999 for assistance.
- Contact parents after calling 999.
- If an ambulance does not arrive within ten minutes then the pupil should take two puffs of their reliever inhaler.
- A member of staff should always accompany a pupil taken to hospital by ambulance and stay with them until a parent/ carer arrives.

After The Attack

Minor attacks should not interrupt a pupil's involvement in school. When they feel better they can: return to school activities.

School personnel will:

- Inform the pupil's parents/carers must be told about the attack.
- Must be aware of the school register of pupils who suffer from asthma.
- Inform parent/carers if their child is using more reliever inhaler than they usually would.
- Inform parent/carers if their child is falling behind with their work because of asthma.
- Inform parents/carers if they think their child shows the symptoms of asthma.
- Undertake the appropriate training on how to deal with a pupil's asthma attack.
- Implement the school's equalities policy and schemes.
- Report and deal with all incidents of discrimination.
- Attend appropriate training sessions on equality.
- Report any concerns they have on any aspect of the school community.

ROLE OF PUPILS

Pupils will:

- Comply with all aspects of this policy.
- Know the location of their inhaler.
- Be able to administer their own inhaler.
- Remind school personnel that their inhaler must accompany them on all educational and residential visits.
- Listen carefully to all instructions given by the teacher.
- Ask for further help if they do not understand.
- Treat others, their work and equipment with respect.
- Support the school code of conduct and guidance necessary to ensure the smooth running of the school.
- Liaise with the school council.
- Take part in questionnaires and surveys.

ROLE OF PARENTS AND CARERS

Parents and carers will:

- Be made aware of this policy.
- Inform the school of their child's asthma.
- Provide the school with an annual updated asthma card outlining the dosage and the frequency of use of their child's medication.
- Provide a spare inhaler to be kept in school.
- Support the school code of conduct and guidance necessary to ensure smooth running of the school.
- Be asked to take part periodic surveys conducted by the school.

MEDICATION

- When joining the school (in Foundation Stage or at any other time), parents/carers are required to state if their pupil has any medical conditions including asthma on their enrolment form.
- All pupils are encouraged to administer their own medicine, when their parents and health specialists determine they are able to start taking responsibility for their condition.
- Should medication change or be discontinued, or the dose or administration method change, parents/carers are required to notify the school immediately.
- If a pupil refuses their medicine, staff should record this. Parents/carers should be informed immediately.

Storage of inhalers at school

- All inhalers are supplied and stored, wherever possible, in their original containers.
- All inhalers must be labelled with the pupil's name.
- Inhalers are stored in accordance with instructions paying particular note to temperature.
- All inhalers and spacers must be labelled with the pupils name and stored in the pupils classroom in a cupboard marked 'INHALERS'.
- All inhalers are sent home with pupils at the end of the school year. Inhalers are not stored in school over the summer holidays.
- It is the parent/carer responsibility to ensure new and in date inhalers come into school on the first day of the new academic year.
- Parents/carers are required to collect out of date inhalers from school.
- If parents do not pick up out of date inhalers at the end of the school year they are taken to a local pharmacy for safe disposal.
- Named members of staff (Miss Fogg) are responsible for checking the dates of inhalers, informing parents/carers when they require renewing.

Record Keeping

- An accurate record of each occasion an individual pupil is given or supervised taking their inhaler is kept in each year group's first aid file.
- Details of the supervising staff member, pupil, dose, date and time are recorded.

Consent to administer medicines

- All parents/carers of pupils with asthma are asked to provide consent on their

- pupil's Asthma Health Care Plan giving staff permission to administer medicines.
- If a pupil requires regular/daily help in administering their medicines this will be outline with the agreement to administer those medicine/s on the Asthma Health Care Plan.
- Parents/carers of pupils with asthma are asked on the Asthma Health Care Plan if they and/or healthcare professionals believe that their pupil is able to self-manage and administer their own inhaler
- All parents/carers of pupils with asthma attending an overnight visit are asked to give consent for staff to administer medicines at night or in the morning if required.

EXERCISE AND ACTIVITY

PE and games

Taking part in sports, games and activities is an essential part of school life for all pupils. There has been a large emphasis in recent years on increasing the number of pupil 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 pupil and young people with asthma. It is therefore important that the school involves pupils with asthma as much as possible in after school clubs.

- All school personnel know which pupil in their class have asthma and all external PE teachers at Sandbrook Primary School are made aware of which pupils have asthma from the school's asthma register.
- Pupils with asthma are encouraged to participate fully in all PE lessons.
- All school personnel will remind pupils whose asthma is triggered by exercise, to take their inhaler with them into the lesson, and to thoroughly warm up and down before and after the lesson.
- Inhalers will be labelled and kept in a box at the site of the lesson.
- If a pupil needs to use their inhaler during a lesson they will be encouraged to do so.
- All school personnel will follow the same principles as described above for games and activities involving physical activity.
- Pupils undertaking school sports clubs off-site or in an alternative building will need to take inhalers with them.
- Inhalers will be brought to the sports club by the class teacher or TA and returned to the classrooms at the end of the club.
- External PE teachers, school personnel and out-of hours school sport coaches are aware of the potential triggers for pupils with asthma when exercising, triggers and what to do in the event of an asthma attack.
- External PE teachers, school personnel and out-of hours school sport coaches are made aware of any pupil in their club who is asthmatic and uses an inhaler.

Off site visits

- All school personnel attending off site visits is aware of any pupil on the visit with asthma.
- All school personnel are responsible for ensuring inhalers accompany pupil on off site visits.
- All school personnel must ensure the name/s of individuals are identified on the risk assessment.

- All school personnel attending the off site visit should receive information about what to do in an emergency and any other additional support necessary, including any additional medicines or equipment needed.

WHEN A PUPIL IS FALLING BEHIND IN LESSONS

- If a pupil is missing a lot of time at school or is always tired because their asthma is disturbing their sleep at night, the class teacher will initially talk to the parents/carers to work out how to prevent their pupil from falling behind.
- The class teacher will inform SLT of the pupil's needs.
- The school recognises that it is possible for pupils with asthma to have special education needs due to their asthma

RAISING AWARENESS OF THIS POLICY

We will raise awareness of this policy via:

- The School Handbook.
- The school website.
- The Staff Handbook.
- Meetings with parents/carers such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- School events.
- Meetings with school personnel.
- Communications with home such as weekly newsletters.
- Reports such annual report to parents/carers and Headteacher reports to the Governing Body

Equality impact

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher, SENCo and the nominated governor. A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Linked policies

- Health and Safety.
- Medical and First Aid.
- Risk Assessment.