

# **Green Lane Primary Academy**

## **Asthma Policy**

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## 1. Definitions

“Inhaler” is defined as a salbutamol, reliever inhaler unless otherwise specified

“Staff member” is defined as any member of staff employed at an SPTA academy, regardless of specific role

For further information in matters contained in this policy please see the DfE statutory guidance:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/349435/Statutory\\_guidance\\_on\\_supporting\\_pupils\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349435/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/360585/guidance\\_on\\_use\\_of\\_emergency\\_inhalers\\_in\\_schools\\_October\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/360585/guidance_on_use_of_emergency_inhalers_in_schools_October_2014.pdf)

In addition, the following information is available for support to parents, carers and staff members:

**Asthma UK has produced demonstration films on using a metered-dose inhaler and spacers suitable for staff and children.**

<http://www.asthma.org.uk/knowledge-bank-treatment-and-medicines-using-your-inhalers>

**Education for Health is a charity providing asthma training with the most up to date guidelines and best practice**

<http://www.educationforhealth.org>

This policy should be read in conjunction with the SPTA Supporting Pupils with Medical Conditions Policy.

## 2. Statement of Intent

SPTA and Green Lane Primary Academy are committed to ensuring all children with medical conditions, such as asthma, are supported in the academy so that they can play a full and active role in academy life both on and offsite.

## 3. Key Roles and Responsibilities

### 3.1 The EAB is responsible for:

- Overseeing the overall implementation of the Green Lane Primary Academy Asthma Policy at the academy.
- Ensuring the Green Lane Primary Academy Asthma Policy does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the SPTA Complaints Policy.
- Ensuring that all children with asthma are able to fully participate in academy life as far as their condition allows.
- Ensuring that staff members who take on responsibility for supporting children with asthma receive the appropriate and up to date training.

### 3.2 The Principal is responsible for:

- The day to day implementation and management of the Green Lane Primary Academy Asthma Policy and procedures within the academy.
- Ensuring that information and support materials regarding supporting pupils with asthma are available to members of staff with responsibilities under this policy.
- Ensuring that the central Asthma Register is kept up to date, written records of inhalers dispensed are maintained and that records in the Emergency Asthma Kits are maintained.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff and asthma designated members of staff.
- Making staff aware of where records of asthmatic children are kept.
- Making staff aware of procedures relating to the use and maintenance of the Emergency Asthma Kits.

### **3.3 Staff members are responsible for:**

- Reading and understanding the Green Lane Primary Academy Asthma Policy and the SPTA Supporting Pupils with Medical Conditions Policy.
- Being familiar with the information included in this policy to help recognise and respond to an asthma attack and what to do in emergency situations. Staff should also be aware of the difficulties very young children may have in explaining how they feel.
- Following procedures outlined for managing records relating to children who have been identified as asthmatic or who have been prescribed a relieving Salbutamol inhaler.
- Be familiar with where inhalers are kept in classrooms and ensuring inhalers are stored at the appropriate temperature (in line with manufacturer's guidelines), usually below 30C, protected from direct sunlight and extremes of temperature.
- Maintaining records for all use of inhalers in the academy and for advising parents / carers if the inhaler is exhausted or identified as out of date.
- Being familiar with when the Emergency Asthma Kit can be used and follow the procedures outlined in this kit pertaining to:
  - checking the academy holds the correct parental permissions,
  - not re-using spacers,
  - priming the inhaler prior to use
  - advising parents / carers the emergency inhaler has been administered.
- Being familiar with who the asthma designated members of staff are as indicated on the central Asthma Record held in the academy office.
- Seeking assistance from other members of staff or Senior Leadership Team when necessary.

### **3.4 Parents and carers are responsible for:**

- Keeping the academy informed about any changes to their child's health.
- Completing a Parental Agreement to Administer Medicine (available from the academy or on the downloads section of the academy website), ensuring that if the prescribed inhaler of dose changes that the academy is informed straight away.
- Providing the academy with an inhaler which can be left in the academy at all times as well as a spacer if their child needs one.
- Making a note of the expiry date of the inhaler provided and for obtaining a new prescription as needed.
- Completing a Use of Emergency Salbutamol Inhaler Consent Form so that if, for any reason, their child's inhaler is not available they can still receive the necessary emergency medication.

## 4. Training of Staff

All staff will be asked to read and acknowledge they have read the Green Lane Primary Academy Asthma Policy. The asthma designated members of staff will receive training on identifying asthma attacks and how / when to administer inhalers as part of their emergency first aid training as well as their administering medicines training. This training will then, in turn, be cascaded to all staff in the academy.

## 5. The Role of the Child

Children who are competent will be encouraged to take responsibility for managing their own inhalers but always under the supervision of a staff member. When pupils are offsite it may be appropriate, depending upon their age and development, for them to carry their own inhaler but this will be monitored and use recorded by a staff member.

## 6. Managing Inhalers in the Academy

- The academy asks that all parents and carers advise them when their child is diagnosed with asthma, is prescribed an inhaler or when then their condition / medication changes.
- The academy maintains a central record of pupils diagnosed with asthma or prescribed an inhaler. This record also contains permission from parents / carers for their child to be treated with the emergency inhaler if necessary. Parents / carers will be notified if the emergency inhaler is administered.
- The academy maintains a record of when pupils use their prescribed inhalers and this is available for parents / carers to view at any time by arrangement with their child's class.
- Prescribed inhalers are readily available in pupil's classrooms for the relevant children to access as required and as per the Parental Agreement to Administer Medicine.
- The use of an inhaler by a pupil will be supervised by a member of staff and recorded on the Parental Agreement to Administer Medicine.
- The academy maintains an Emergency Asthma Kit for use in emergency situations when a child's inhaler is not available for use (for example if it is empty or broken). This should not be relied upon by parents to treat their child as they should always provide an appropriate inhaler to the academy for their child.

## **7. Day Trips, Residential Visits and Offsite Sporting Activities**

- The academy will actively support pupils with asthma to participate in academy trips, visits and offsite sporting activities.
- The academy will make arrangements for all the procedures adopted as part of normal academy life to be followed offsite. This includes record keeping, use / storage of inhalers and notification to parents / carers in line with the normal process / procedures.
- An Emergency Asthma Kit will be taken by the Visit Leader on any offsite activities as outlined in the Risk Assessment relative to the particular trip.

## **8. Complaints**

- Any complaints about the operation of this policy will be dealt with in accordance with the SPTA Complaints Policy. This can be found on the academy website.

## **9. Monitoring and Review**

This policy will be reviewed every three years or more frequently if relevant or if legislation changes.

## Appendix 1

# 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

## Appendix 2

# 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. The child can return to school activities when 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