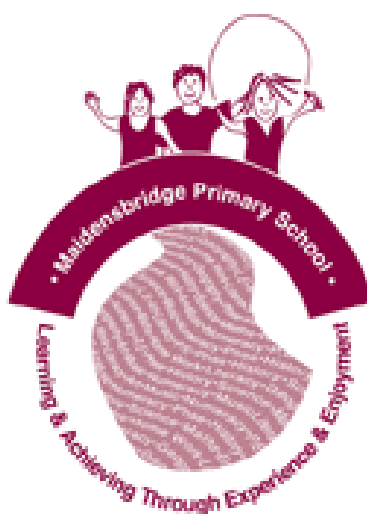


Maidensbridge Primary School



Asthma Policy

Written by	K Thomas
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Version 4

Asthma Policy

Asthma Policy Statement

Maidensbridge Primary School is an inclusive community that aims to support and welcome children with asthma. We aim to ensure that the whole environment, which includes physical, social, sporting and educational activities, is inclusive and favourable to children with asthma.

This policy has been developed in consultation with a wide range of key local stakeholders within both the school and healthcare providers.

At Maidensbridge Primary School, we ensure that all staff understand their duty of care to children and young people in the event of an emergency. All staff members feel confident in knowing what to do in an emergency. All staff receive annual asthma awareness training.

At Maidensbridge Primary School, we have clear guidance on the administration and storage of medicines and record keeping.

Each member of the school community at Maidensbridge Primary School is aware of their role and responsibility in maintaining and implementing an effective medical conditions policy. This asthma policy is regularly reviewed, evaluated and updated.

Policy Guidelines

Maidensbridge Primary School is an inclusive community that aims to support and welcome pupils with asthma

- Children with asthma are encouraged to take control of their condition.
- Children feel confident in the support they receive from school to help them do this.
- Children with asthma are included in all school activities.
- All staff feel confident in knowing what to do in an emergency.
- The asthma policy is understood and supported by the whole school and local healthcare community.

Maidensbridge Primary School ensures that the whole school environment, which includes physical, social, sporting and educational activities is inclusive and favourable to children with asthma

We are committed to:

- Providing a physical environment which is accessible to children with asthma.
- An accessible physical environment including in school and school visits.
- Ensuring the needs of children and young people are adequately considered to ensure they have full access to extended school activities such as discos, productions, after-school clubs and residential visits.
- Staff awareness 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 Relationships Policy.
- Staff using opportunities such as Personal, Social and Health Education (PSHE) lessons to raise awareness of asthma amongst children and to help create a positive social environment.
- Ensuring all classroom teachers, other staff and sporting coaches understand that a child with asthma should not be forced to take part in activities if they feel unwell.
- Ensuring that all classroom teachers, other staff and sporting coaches are aware of potential triggers for children's asthma when exercising and tips to minimise these triggers.
- Ensuring that all children have the appropriate reliever inhaler and spacer with them during physical activity and that they take them when needed.
- Considering asthma as part of the risk assessments for any school visits and residential experiences. Factors to consider include how routine and emergency medicines will be stored and administered and where help could be obtained in an emergency.

This asthma policy has been developed in consultation with a wide range of local key stakeholders both within the school and local healthcare providers

- Staff at Maidensbridge recognise the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow up to suggestions put forward.

All staff understands asthma and are trained in what to do in an emergency

- Staff understand their duty of care to children in the event of an emergency.

- In an emergency situation, staff are required under common law duty of care, to act like any reasonably prudent parent. This may include administering medicines.
- All relevant staff who work with children at this setting receive training and know what to do in an emergency for the children in their care with asthma.
- Training is refreshed for all relevant staff at least once a year.
- Asthma Healthcare Plans are used to inform the appropriate staff (including supply teachers and support staff), of children in their care who may need emergency help.
- Procedures in place for a copy of the child's Asthma Healthcare 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 child 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 child knows.

The school/setting has clear guidance on the administration of medicines

Reliever medicines

- All children with asthma have easy access to their reliever medicines
- All children are encouraged to carry and administer their own reliever medicine, when their parents and health specialists determine they are able to start taking responsibility for their condition.
- Children who do not carry and administer their own reliever medicines, should know where the drugs or medicines are stored and how to gain access.
- All 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 staff attending off site visits should be aware of any children 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 trained member of staff, who is usually responsible for carrying or administering medicine, is not available the school/setting should make alternative arrangements to provide the service. This should be addressed in the risk assessment for the activity.
- If a child misuses medicines, either their own or another child's, their parents will be informed as soon as possible.

The school/setting has clear guidance on the storage of medicines

Safe Storage- Reliever Medicine

- Reliever medicines are readily available to children who require them at all times during the day or at off-site activities.
- Most children at this Maidensbridge Primary School carry their reliever medicine on them at all times. Children keep their own reliever medicines securely.
- Children are reminded to carry take their reliever medicines with them at all times.
- Children, whose healthcare professionals and parents advise us that their child is not yet able or old enough to self-manage and carry their own reliever medicines on them, know exactly where to access their reliever medicines.
- All medicines are supplied and stored, wherever possible, in their original containers.
- All medicines need to be labelled with the child'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.
- All medicines are sent home with children at the end of the school year. Medicines are not stored in school over the 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 from the school office.
- 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.
- The Asthma Lead 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.

Maidensbridge Primary School has clear guidance about record keeping

Enrolment Forms

- Parents 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 children starting at other times during the year are also asked to provide this information on enrolment forms.

Asthma Health Care Plans

- An adapted version of an Asthma Health Care Plan from '*Managing Medicines in Schools and Early Years Settings*' is used as a guide to

record important details about individual children's medical needs, their triggers, signs, symptoms, medicines.

- An Asthma Healthcare Plan accompanied by an explanation is sent to all parents of children with asthma for completion:
 1. At the start of the school year
 2. When enrolling at the school
 3. When a diagnosis is first communicated to the school/setting
- The parents are asked to complete and return the child's Asthma Health Care Plan to school. Parents may need to liaise with their child's health care professionals to complete the form.
- The Asthma Lead and School Nurse are available to support parents to complete the Health Care Plan for children with particularly complex healthcare needs.

Asthma Register

- The Asthma Health Care Plans are used to create a centralised register of children with asthma.
- The Asthma Lead has responsibility for the register and following up any of the details on a child's Asthma Health Care Plan or if permission for administration of medicines is unclear or incomplete.
- Parents at Maidensbridge Primary School are regularly reminded to update their child's Asthma 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.
- Every child with an Asthma Healthcare Plan at this school/setting has their plan discussed and renewed at least once year. Parents are provided with a copy of the child's current agreed Asthma Healthcare Plan.
- Asthma Health care plans are kept in a secure central location at Maidensbridge Primary School.
- All members of staff who work with groups of children, have access to the Asthma Healthcare Plans of children in their care.
- When a member of staff is new to a year group, for example due to staff absence, we will make sure that they are made aware of (and have access to) the Asthma Healthcare Plans of children in their care.
- At Maidensbridge we ensure that all staff protect child confidentiality.
- Permission is sought from parents to allow the Asthma Healthcare 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.

Asthma Health Care Plans are used at Maidensbridge Primary School to:

- Inform the appropriate staff and supply teachers about the individual needs of a child with a medical condition in their care.

- Identify common or important individual children's triggers that bring on symptoms and can cause emergencies.
- Ensure that all medicines stored at and are within the expiry date.
- Ensure the local emergency care facilities have a timely and accurate summary of a child's current asthma management and healthcare in the event of an emergency
- Remind parents of children with asthma to ensure that any medicines kept at school for their child are within their expiry dates.

Consent to Administer Medicines

- If a child requires regular prescribed or non-prescribed medicines at school, parents are asked to provide consent giving staff permission to administer medicines on a regular/ daily basis, if required.
- All parents of children with asthma are asked to provide consent on the Asthma Healthcare Plan giving staff permission to administer medicines in an emergency.
- If a child requires regular/daily help in administering their medicines, then an agreement to administer those medicine/s is outlines on the Asthma Healthcare Plan. Maidensbridge and parents retain a copy of this agreement.
- Parents of children with asthma are all asked at the start of the school year on the Asthma 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.
- Parents are required to complete and return a reviewed Asthma Healthcare Plan to school shortly before their child leaves for an overnight or extended day trip. This form requests up to date information about the child's current condition and their overall health. This provides up to date information to relevant staff and supervisors to help the child 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 child's Asthma Healthcare Plan.
- All parents of children with asthma attending a trip or overnight visit are asked to give consent for staff to administer medicines at night or in the morning if required.
- The medical form also details what medicines and what dose the child 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

- Maidensbridge keeps an accurate record of each occasion an individual child is given or supervised taking medicines. Details of the

supervising staff member, child, dose, date and time are recorded. If a child refuses to have medicines administered, this is also recorded, and parents are informed as soon as possible.

Staff Training- Record Keeping

- All staff including the Asthma Lead attend asthma training every year.
- A log of the asthma training is retained by the and reviewed every 12 months to ensure all new staff receives training and support via the asthma lead.
- All staff that volunteer or are contracted to administer medicines are provided with training and support from the Asthma Lead.

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

Maidensbridge Primary School works in partnership with all interested and relevant parties including the governing body, all staff, school nurses, parents, healthcare professionals and children to ensure the policy is planned, implemented and maintained successfully.

The role and responsibilities for implementation of this policy are as follows:

The Governing Body

- Ensure the health and safety of their employees (all staff) and anyone else on the premises or taking part in activities (this includes children). 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 children with asthma.
- Make sure the Asthma policy is effectively monitored and regularly updated.
- Provide indemnity for staff who volunteer to administer medicine to children with asthma.

The Headteacher

- 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 children, staff, SEN coordinators, welfare assistants, teaching assistants, School Nurses, parents, governors, 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 children'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/setting and maintain the asthma register.
- Monitor and review the policy at least once a year, with input from staff and external stakeholders.

All Staff

- Be aware of the potential triggers, signs and symptoms of asthma and know what to do in an emergency.
- Understand the Asthma Policy.
- Know which children have asthma and be familiar with the content of their individual Asthma Healthcare Plan.
- Allow all children 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 children 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 child's learning and provide extra help when children need it.
- Be aware of children 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 asthma and the impact it can have on children. (Children should not be forced to take part in activity if they feel unwell).
- Ensure all children with asthma are not excluded from activities they wish to take part in.
- Ensure children have the appropriate medicines with them during activity or exercise and are allowed to take it when needed.

The School Nurse

- Help update the school's Asthma 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 Asthma Healthcare Plans.

Special Education Needs Co-ordinator

- Know which children have asthma and which have special education needs because of their condition.
- Ensure children who have been unwell catch up on missed school-work.
- Ensure teachers make the necessary arrangements if a child needs special consideration or access arrangements for assessments.

Attendance Officers

- Know which children with have a medical condition and which have special education needs because of their condition.
- Ensure all children with asthma are not excluded from activities they wish to take part in.

Individual Doctors and Specialist Healthcare Professionals

- Help complete the Asthma Healthcare Plans provided by parents if appropriate.
- Where possible and without compromising the best interests of the child, to try to prescribe medicines that can be taken outside of school hours
- Offer the parents of every child a written self-management plan to ensure parents and children know how they self-manage at school and at home.
- Ensure the child knows how to take their medicines effectively.
- Ensure children have regular reviews of their condition and the medicines they take,
- Provide the school with information and advice if a child in their care has severe asthma symptoms (with the consent of the pupil and their parents).
- Understand and provide input to the school's medical condition policy.

Parents

- Inform the school if their child has asthma.
- Ensure that Maidensbridge has a complete and up-to-date Asthma Healthcare plan for their child.
- Inform Maidensbridge about the reliever medicines their child requires during school and ensure their child has easy access to their reliever at all times.

- Inform Maidensbridge 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 Maidensbridge about any changes to their child's medicines, what they take and how much.
- Inform Maidensbridge of any changes to their child's condition.
- Ensure their reliever medicines and associated devices are labelled with their full name.
- Ensure that their child's reliever 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 Asthma self-management plan from their Doctor or Specialist Healthcare Professional to help them manage their child's condition.

Appendix 1

Parent/ Carers letter to accompany Asthma Healthcare Plan

Dear Parent / carer
Asthma Healthcare Plan

Thank you for informing us of your child's asthma on his/her registration form.

As part of accepted good practice and following advice from Dudley CCG, hospital specialists, and the Department for Education, our school has recently established an Asthma Policy.

As part of this policy, we now ask all parents / carers of children with asthma to help us by completing an Asthma Healthcare Plan for their child/children. This is attached to this letter. The completed Asthma Healthcare Plan will store important details about your child's current medicines, triggers, individual symptoms and emergency contact numbers. The Plan will help staff to better understand your child's individual condition and needs.

All children with an individual asthma Health Care Plan need to have prescribed by their GP, reliever medication. It is necessary for staff to have access to this medication in order to treat a severe asthma attack correctly. It is best practice to treat a severe asthma attack with a Volumatic spacer and reliever as only a metered dose inhaler is compatible for use with a spacer. All settings should have access to a Volumatic spacer and the staff have been trained on their use in a severe attack.

Please complete this plan and return it to the setting along with your child's normal reliever medication to be stored appropriate to your child's age and ability metered dose inhaler by *(insert date)* _____.

I look forward to receiving your child's completed Asthma Healthcare Plan.

Thank you for your support.

Yours sincerely

Asthma Lead

Appendix 2

Asthma Healthcare Plan

Child's name	
Date of birth	
Class	
Child's address	
Date asthma diagnosed	
Family Contact Information	
Parents/ Guardians name	
Phone number (work)	
Phone number (home)	
Phone number (mobile)	
Parents/ Guardians name	
Phone number (work)	
Phone number (home)	
Phone number (mobile)	
GP	
Name	
Phone number	

Describe how the asthma affects your child including their typical symptoms and asthma 'triggers'.

Describe their daily care requirements including the name of their asthma medicine(s), how often it is used and the dose

(E.g. once or twice a day, just when they have asthma symptoms, before sport)

Describe what an asthma attack looks like for your child and the actions to be taken if this occurs.

Who is to be contacted in an emergency? Provide three contact names and telephone numbers

Name	Contact Number

I consent to my child being administered an emergency salbutamol reliever inhaler if required.

Signed: _____ Date: _____

Advice for Parents/ Carers

Remember

1. It is your responsibility to tell the school about any changes in your child's asthma and/ or their asthma medications.
2. It is your responsibility to ensure that your child has their 'relieving' medication and individual spacer with them in school and that it is clearly labelled with their name. You should confirm this with your child's class teacher.
3. It is your responsibility to ensure that your child's medication has not expired.
4. Your child should not be exposed to cigarette smoke.

Appendix 3

Consent for a child to carry their own salbutamol inhaler reliever medication

Parents/ Carers complete this form

If staff have any concerns about any of the information required for this form they should discuss this with the school nurse.

Name of school	
Child's name	
Date of birth	
Class	
Child's address	
Name of medicine	
Procedures to be taken in an emergency	
Contact Information	
Parents/ Guardians name	
Daytime telephone number	
Relationship to child	
Phone number (mobile)	

I consent for my child to carry their reliever inhaler medicine with them for use as necessary.

Signed: _____ Date: _____

Print name: _____

Relationship to child: _____

Appendix 4

Register of medication administered

Name: _____ Date of birth: _____

Date	Medication	Dose	Time	Staff name	Comments/ Actions Side effects

Appendix 5

Record of emergency inhaler administered to any child

Name: _____ Date of birth: _____

Date	Child's name	Name of medicine	Dose	Time	Staff name

Appendix 6

Letter to Parents/ Carers to inform of emergency salbutamol inhaler use

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 inhaler.
	They did not have their own asthma inhaler with them, so a member of staff helped them to use the emergency asthma 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 _____ seen by their GP as soon as possible.

Yours sincerely,