

# Asthma Policy for Pupils at Clee Hill Community Academy

Reviewed November 2020  
To be reviewed November 2021

## **Statement of Intent**

About one in seven children have asthma and numbers are increasing. We want to make sure that having asthma does not mean children losing out when they are at school. Most children with asthma can have a full and active life. This policy will help pupils with the management of their asthma while they are at school. This policy supplements the 'Administration of medication in school' and 'Health and Safety' policies.

## **Asthma register**

When a child joins the school part of their admission pack is a medical form where parents can alert the school to their child's asthma needs. The return of this completed form will ensure that they are placed on the Clee Hill Community Academy Asthma Register. Parents will then be asked to complete an Asthma Care Plan (Appendix 1).

The Asthma Link person at the school is **Mrs Ceri Little**

The school administrator, Mrs Sarah Barnsley, will collate the register and also contact the parents or named responsible carer, to obtain the inhalers that will be held by the school.

## **Indemnity**

- Staff who are happy to administer medication will be provided with indemnity.
- In emergencies staff should act as any prudent parent would, which may include giving medication.
- Each inhaler provided by parents /carers for pupils to use must be within date, named and prescribed with an appropriate pharmacy label.
- It is the parents responsibility to ensure that inhalers are returned to school after school holidays and an 'in date' inhaler is kept in school

## **Access to Inhalers**

- Individual pupils' inhalers are kept in a named box in their classrooms.
- Children are allowed access to their inhalers at any time in the school day, should they feel the need to use it.
- Inhalers should accompany them when taking part in off site activities, or residential trips.
- Inhalers should be taken outside along with the register for fire drills.

## **Staff Awareness and action in asthma emergencies**

- All staff need to be able to manage attacks. Staff will do what a 'reasonable parent' would do in the circumstances prevailing at the time.
- For mild attacks children should take their usual reliever inhaler, as per instructions.
- For severe attacks a Metered Dose Inhaler should be used. Encourage relaxation. An asthma box is kept in each classroom for the children to access.
- If the child does not
  - feel better in 5-10 minutes,
  - is distressed or exhausted,
  - is unable to talk in sentences,
  - has blue lips
  - or you have any doubts

then the action required is...

- one adult should stay with pupil and use reliever inhaler via spacer while another adult dials 999 for ambulance and states that the child is having a severe asthma attack requiring immediate attention.
- Continue to give relief inhaler while help arrives as per instructions on inhaler.
- Inform parents of the situation and actions taken.
- The incident should then be recorded in the Asthma register in the main office by the person who dealt with the attack, and the entry should be signed and dated by them.

### **Forgotten or Lost Inhalers**

- If a child's condition does not indicate the need to dial 999 i.e. not a severe attack, contact parents to bring in inhaler or collect child.
- If the child is experiencing a severe attack call 999 without delay.

### **Training**

- Head teachers are responsible for assessing and arranging for training needs to be met.
- Posters which contain emergency information will be displayed at key points throughout the school.

### **Home/School Liaison**

- Parents are asked to complete and update asthma records on admission, and to update them annually. They are also required to update them more frequently if the condition or medication changes. It is the parent's responsibility to update the school on any changes and to ensure that pupils have an inhaler in school with sufficient medicine
- Absence of parental consent should not stop staff from acting appropriately in emergencies.
- Parents will be informed if an inhaler is used excessively during the day band
- the use of an inhaler will also be recorded in school, in the school Asthma record books

### **Minimising exposure to triggers**

- There is a complete ban on smoking in or on the premises.

# CLEE HILL COMMUNITY ACADEMY: School Asthma Health Care Plan

|                       |  |
|-----------------------|--|
| Child's name          |  |
| Date of birth         |  |
| Group/class/form      |  |
| Child's address       |  |
| Date Asthma Diagnosed |  |

## Family Contact Information

|                          |  |
|--------------------------|--|
| Parents / Guardians Name |  |
| Phone no. (work)         |  |
| (home)                   |  |
| (mobile)                 |  |
| Name                     |  |
| Phone no. (work)         |  |
| (home)                   |  |
| (mobile)                 |  |

## G.P.

|           |  |
|-----------|--|
| Name      |  |
| Phone no. |  |

## Clinic/Hospital Contact

|           |  |
|-----------|--|
| Name      |  |
| Phone no. |  |

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

|  |
|--|
|  |
|--|

PTO

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 action to be taken if this occurs

Who is to be contacted in an emergency? Give three contact telephone numbers

Form copied to: (to be completed by the school asthma lead)

#### ADVICE FOR PARENTS

##### 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 asthma medication has not expired
4. Your child should not be exposed to cigarette smoke

**CLEE HILL COMMUNITY ACADEMY**  
 Parental Consent for School to Administer Medication (Inhalers)

|  |  |
|--|--|
| Name of child:   |  |
| Date of birth  |  |
| Name and phone number of GP  |  |
| Name /type of inhaler:<br>(as described on the container)          |  |
| Dosage and method:   |  |
| Are there any side effects that the<br>school needs to know about? |  |
| Procedures to be taken in an<br>emergency:                         |  |

**CONTACT DETAILS**

|                            |  |
|----------------------------|--|
| Name:                      |  |
| Daytime telephone number:  |  |
| Relationship to the child: |  |
| Address:                   |  |

I accept that this is a service that the school is not obliged to undertake.  
 I understand that I must notify the school of any changes to my child's medication in writing.  
 I am responsible for collecting any unused medicine and for replenishing medicine if necessary.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please note:** It is your responsibility to ensure that the school is keep informed about changes to your child's medicine, including how much they should take and when. It is also your responsibility to provide the school with medication that is clearly labelled and in date.