



## The Federation of Bedenham and Holbrook Primary Schools Asthma Policy Jan 2017

The staff at Bedenham and Holbrook Primary Schools believe in the importance of improving health for all and raising awareness of asthma throughout the school community.

We are aware that the asthma condition affects a percentage of every school population and believe it is imperative that all staff be kept up to date with the problems and consequences.

We welcome children with asthma and encourage them to take part fully in all aspects of school life. The school will work in partnership with parents, governors, health professionals, school staff and children in implementing the School Asthma policy.

### Aims and Objectives of School Policy

The number of children suffering from asthma has increased over the years. We intend to ensure that:

- \* All asthmatic children are known to school staff via the asthma register, which is held in the medicine cabinet in the school office and that they have both a Administration of Medicines and Treatment Consent Form (Appendix 2) completed by parents/carers and access to their own named reliever inhaler in their class room;
- \* All teachers and non-teaching staff, classroom assistants, special needs assistants and lunchtime supervisory staff attend training sessions about asthma management in schools. They will be kept informed about the common asthma triggers (information is available in the school office) and the preventative and reliever treatments available through regular in-service training in asthma care in order to maintain a high standard of knowledge, including the understanding that reliever inhalers are not dangerous;
- \* The school will use the expertise and advice given by the Southern Health NHS Foundation Trust through the School Nursing Service in order to educate staff and keep them updated on individual children and current initiatives in asthma care;
- \* All staff have a clear understanding of what to do in the event of a child having an asthma attack;
- \* All staff have a responsibility to provide a safe working environment with due regard to practical activities that could trigger an asthma attack;  
These include:  
Use of aerosols/deodorants/atomisers  
Use of talcum powder  
Use of powder paints  
Use of flour/other fine powder ingredients.

A risk assessment should be taken and advice sought from the nominated person as required.

- \* Close liaison with parents and health professionals is continued in order to establish and maintain a register of pupils with asthma. See Appendix 1, School Asthma Register.
- \* All parents will be asked to complete an Administration of Medicines and Treatment Consent Form (Appendix 2) in September each year. Parents of children who join Bedenham and Holbrook Primary School at any other time will be required to complete Administration of Medicines and Treatment Consent (Appendix 2) at the time of registration;
- \* A record will be kept of each child's medication administered daily by staff, in accordance with the Hampshire Council document, Record of Prescribed Medicines Given to a Child in School (Appendix

3). Self-administered medication will not be recorded unless a child's personal care plan requires that it be monitored for doctor or hospital feedback. These records will be regularly updated and recorded on the Record of Prescribed Medicines Given to a Child in School (Appendix 3);

- \* Everyone involved in the school day, in any capacity, understands and recognises that the immediate access to inhalers is vital for sufferers;
- \* Parents will be informed that the School Asthma Policy is available to view in the school office. In September all parents will be reminded to complete Administration of Medicines and Treatment Consent (Appendix 2).  
In January and April all parents will be sent a text message asking them to inform the school office of any changes in their child's medication if they have not already done so. They will be reminded that every child suffering from asthma should have a reliever (blue) inhaler in school that is clearly labelled with the child's name. Parents will be responsible for checking the expiry date on their child's inhaler, although the school will send a text reminder the month before the inhaler is due to expire;
- \* Preventative inhalers will be administered by parents at home as they are only required twice a day;
- \* The schools first aid kit will contain a spacer device to enable children, who become too wheezy to operate their puffers (inhalers), to be effectively helped in school. The teacher in charge will ensure the spacer will be taken, as part of the first aid kit, on school trips and visits. The spacer will be rinsed and left to drip-dry after use.
- \* From 1<sup>st</sup> October 2014 an emergency inhaler will be available in school. This will only be administered to children where the parent has signed the appropriate consent form. (Appendix 4). This inhaler will be locked away in the medicine cabinet in the school office.  
  
Every time the emergency inhaler is used the parent will be informed. (Appendix 5).
- \* All children who are able to, will be encouraged to keep their reliever inhaler with them at all times including P.E. and games, trips, fire drills etc. Younger children will have easy access to their own named reliever inhaler
- \* Depending on their age, parental requests and maturity, inhalers will be
  - a) carried by the children themselves
  - b) kept in the classroom or in the medical room (Bedenham only)
- \* Everyone concerned will be kept informed as to where the inhalers can be found in the event of an emergency. Children's own spacer devices will be stored with their named inhaler and made easily accessible to them.
- \* Should a child require the use of a Nebuliser to allow a large dose of treatment to be delivered easily, the parents will take responsibility for administering the correct dosage at the correct times. The school recognises that regular use of nebulisers at school is inappropriate and will identify these children as needing review of treatment;
- \* All records relating to the identification and treatment of asthmatics in school will be kept centrally in the school office;
- \* Through the No-Smoking Policy pupils are never exposed to the dangers of passive smoking whilst at school. The message about the dangers of smoking is re-iterated by the staff and the support given by the Health Promotions Unit and the policy in the 'Getting it Right' programme;
- \* The school will continue to be involved with the NHS Foundation Trust in ensuring that children's medical needs are met in school and that any use of any specific drug required for any pupil will be met with the necessary training.

SCHOOL ASTHMA REGISTER
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School.....Date.....

Name	Class	Asthma card	Medication in school	Times/amount to be given	Medication at home



<b>GP's Telephone No.</b>	
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Please tick the appropriate box

<b>My child will be responsible for the self-administration of medicines as directed below</b>	
<b>I agree to members of staff administering medicines/providing treatment to my child as directed below or in the case of emergency, as staff may consider necessary</b>	
<b>I recognise that school staff are not medically trained</b>	

<b>Signature of parent or carer</b>	
<b>Date of signature</b>	

Name of Medicine	Required Dose	Frequency	Course Finish	Medicine Expiry

<b>Special Instructions</b>	
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<b>Allergies</b>	
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<b>Other Prescribed Medicines</b>	
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Appendix 3

<b>Record of Prescribed Medicines Given to a Child in School</b>
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<b>Name of School/Setting</b>	
<b>Name of Child</b>	
<b>Group/Class/Form of Child</b>	
<b>Date of Birth of Child</b>	

No.	Date	Time	Medicine Given	Dose	Signature



Class:

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Parent's address and contact details:

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Telephone:

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E-mail:

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Appendix 5



LETTER TO INFORM PARENTS OF  
EMERGENCY SALBUTAMOL INHALER USE

Child's name:

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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 asthma 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 your child seen by your own doctor as soon as possible.

Yours sincerely

Head of School

Policy written September 2014

Reviewed at the policies working party November 3<sup>rd</sup> 2014

Ratified at the Full Governing Body meeting on 8<sup>th</sup> December minutes ref: 13

Reviewed Policy working party 16.01.17

Agreed by



Chair of Governors

Caroline Wood

Head of School Bedenham



Zoe Dudley

Head of School Holbrook

