

Asthma Policy

Beech Hill School



Completed by: Samantha Bowling and Sara Cockroft **Date:** 3rd September 2024

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Beech Hill is committed to providing children with a physical environment, which is accessible to children with asthma. Our commitment to an accessible physical environment includes out of school visits and the school ensures these visits are accessible to all children.

We ensure the needs of children and young people with asthma are adequately considered to ensure they have full access to extended school activities such as school productions, after school clubs and residential visits.

All staff at Beech Hill are aware of the potential social problems that children 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 behaviour policies.

Beech Hill ensures all classroom teachers, TAs and sporting coaches understand that pupil's with asthma should not be forced to take part in activity if they feel unwell.

We ensure all classroom teachers and TAs are aware of the potential triggers for pupil's asthma when exercising and are aware of ways to minimise these triggers.

Beech Hill ensures all children have the appropriate medicines with them during physical activity and that children take them when needed.

Human Medicines (Amendment) (No. 2) Regulations 2014 allows schools from 1st October 2014 to keep a salbutamol inhaler for use in emergencies.

The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).

Keeping an inhaler for emergency use will have many benefits. It could prevent an unnecessary and traumatic trip to hospital for a child, and potentially save their life. Parents are likely to have greater peace of mind about sending their child to school. Having a protocol that sets out how and when the inhaler should be used will also protect staff by ensuring they know what to do in the event of a child having an asthma attack.

This policy has been written to ensure the school has a protocol in place for staff to follow and is line with the school's medical policy following the statutory guidance *Supporting pupils at school with medical condition* as well as the *Guidance on the use of emergency salbutamol inhalers in schools*.

Policy Guidelines

Staff at Beech Hill understand their duty of care to children in the event of an emergency. This may include administering medicines. All staff who work with children at this school receive training and know what to do in an emergency for the children in their care with asthma. Training is refreshed for all staff at least once a year.

Beech Hill uses school asthma healthcare plans to inform the appropriate staff of children in their care who may need emergency help. If a pupil 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 pupil knows.

Every Asthmatic child should have an inhaler in school stored with their individual Care Plan plus Parental consent for staff to administer medicine (Appendix 3). The inhaler will be kept in the classroom.

- Children with asthma are encouraged to take control of their condition
- All staff feel confident in knowing what to do in an emergency
- The school asthma policy is understood and supported by the whole school and local health community
- A central register will be kept Individual Health Care Plans are to be stored in each class
 - The inhaler must be taken on all trips – including Swimming
- All children at Beech Hill with asthma have easy access to their emergency medicines

All staff at Beech Hill have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of asthma and know what to do in an emergency (See Appendix 1 and 2)
- Understand the school's asthma policy
- Know which children have asthma and be familiar with the content of their individual health 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 pupil's learning and provide extra help when children
- Understand asthma and the impact it can have on children. (Children should not be forced to take part in activity if they feel unwell)

The parents at Beech Hill have a responsibility to:

- Tell the school if their child has asthma
- Ensure the school has a complete and up-to-date school healthcare plan for their child
- Inform the school about the medicines their child requires during school hours
- Inform the school 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 the school about any changes to their child's medicines, what they take and how much
- Inform the school of any changes to their child's condition
- Ensure their medicines and medical devices are labelled with their full name
- Ensure that their child's 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

Safe storage of inhalers

Inhalers are stored in the classroom where they are readily available to children who require them at all times during the school day or at off site activities.

Inhalers are sent home with children at the end of the school year. They will not be stored in school over the holidays.

The emergency inhaler kit

An emergency asthma inhaler kit will be kept in each department to ensure there is easy access in case of an emergency Richard's office in the medical cupboard and in the store room in the Year 5/6 block.

Each kit will include:

- a salbutamol metered dose inhaler;
- at least two single-use plastic spacers compatible with the inhaler;
- instructions on using the inhaler and spacer/plastic chamber;
- instructions on cleaning and storing the inhaler;
- manufacturer's information;
- a checklist of inhalers, identified by their batch number and expiry date, with monthly checks recorded;

- a note of the arrangements for replacing the inhaler and spacers (see below);
- a list of children permitted to use the emergency inhaler as detailed in their individual healthcare plans;

Staff throughout the school have volunteered to have the responsibility for ensuring that:

- on a monthly basis the inhaler and spacers are present and in working order, and the inhaler has sufficient number of doses available;
- that replacement inhalers are obtained when expiry dates approach;
- replacement spacers are available following use;
- the plastic inhaler housing (which holds the canister) has been cleaned, dried and returned to storage following use, or that replacements are available if necessary.
 - the register will be kept in the box with the emergency inhaler kit.

Maintaining the inhaler kit

An inhaler should be primed when first used (e.g. spray two puffs). As it can become blocked again when not used over a period of time, it should be regularly primed by spraying two puffs.

To avoid possible risk of cross-infection, a disposable plastic spacer will be used. This can be disposed of after use.

The inhaler itself however can usually be reused, provided it is cleaned after use. The inhaler canister should be removed, and the plastic inhaler housing and cap should be washed in running water, and left to dry in air in a clean, safe place. The canister should be returned to the housing when it is dry, and the cap replaced, and the inhaler returned to the designated storage place.

However, if there is any risk of contamination with blood (for example if the inhaler has been used without a spacer), it should also not be re-used but disposed of.⁶

The emergency salbutamol inhaler should only be used by children:

- **who have been diagnosed with asthma, and prescribed a reliever inhaler;**
- **OR who have been prescribed a reliever inhaler;**

AND for whom written parental consent for use of the emergency inhaler has been given (Appendix 3).

Parents will be informed when the emergency inhaler has been administered (Appendix 4).

Safe disposal

Parents are asked to collect out of date medicines from school. 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

A named member of staff 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.

School Asthma Health Care Plans

These will be completed on:

- admission
- when a diagnosis is first communicated to the school

The parents are asked to fill out the pupil's school Health Care Plan. Parents then return these completed forms to the school. Parents may need to liaise with their child's health care professionals to complete the form. Beech Hill ensures that a relevant member of school staff is available, if required to help complete the health care plan for children with particularly complex healthcare needs.

School Asthma Register

- The school Asthma Health Care Plans are used to create a centralised register of children with asthma
- An identified member of staff has responsibility for the register at this school (Samantha Bowling).
- The responsible member of staff follows up any of the details on a pupil's Asthma Health Care Plan or if permission for administration of medicines is unclear or incomplete
- Parents at Beech Hill 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
- Staff at Beech Hill use opportunities such as teacher-parent interviews to check that information held by the school on a pupil's condition is accurate and up to date
- Health care plans are kept in a secure central location at school – all updated plans are scanned onto the medical area of SIMS
- All members of staff who work with groups of children, have access to the health care plans of children in their care – kept in the medical green folder in each class
- When a member of staff is new to a pupil group, the school makes sure that they are made aware of (and have access to) the health care plans of children in their care
- Beech Hill ensures that all staff protect pupil confidentiality
- Beech Hill seeks permission from parents to allow the health care plan to be sent ahead to emergency care staff should an emergency happen during school hours or at an out of school hours school activities .

Residential

All parents of children with asthma attending a school trip or overnight visit are asked to give consent for staff to administer medicines at night or in the morning if required. This provides up to date information to relevant staff to help the pupil 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 pupil's health care plan
- The medical form also details what medicines and what dose the pupil 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

Record keeping

Beech Hill keeps an accurate record of each occasion an individual pupil is given or supervised taking medicines. Details of the supervising staff member, pupil, dose, date and time are recorded

Asthma –

- 1 Record on Daily Record Sheet – In Class

If a pupil refuses to have medicines administered, this is also recorded and parents are informed as soon as possible

Appendix 1

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 collapse

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 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

Appendix 3

From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 allows schools to keep a salbutamol inhaler for use in emergencies. The inhaler can only be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).

Keeping an inhaler for emergency use will have many benefits. It could prevent an unnecessary and traumatic trip to hospital for a child, and potentially save their life. Parents are likely to have greater peace of mind about sending their child to school.

(Guidance on the use of emergency salbutamol inhalers in schools 21)

Your child has been diagnosed with asthma and as a school we would like to keep a supply of inhalers in school to use in the event of an emergency. The emergency salbutamol inhaler will only be used by children, for whom written parental consent for use of the emergency inhaler. Please fill in the form below giving your consent and updating your contact information. If you require more information regarding this, please do not hesitate to contact the school office.

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler
2. My child has a working, in-date inhaler and spacer, clearly labelled with their name, which they will keep in school.
3. In the event of my child displaying symptoms of asthma, and if their inhaler/spacer is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies (Please note the school will be using disposable spacers which will be thrown away after each use).

Date:

Name (print)..... Signed

Child's name:

Class:

Telephone:

E-mail:

Appendix 4

Date:

Child's name:

Class:

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.

Although they soon felt better, we would strongly advise that you have your seen by your own doctor as soon as possible.

Yours faithfully

Date:

Child's name:

Class:

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. Their own inhaler was not working so the emergency asthma inhaler containing salbutamol was used. They were given puffs.

Although they soon felt better, we would strongly advise that you have your seen by your own doctor as soon as possible.

Yours faithfully