

# Orchard Community Primary School



## Asthma Policy

This policy was approved by the Governing Body of Orchard Primary School at their meeting on.....

Signed..... Chair of Governors

Version	Date	Author	Reason for Change
0.1	9/2018	FS	Written as a new policy to include use of emergency inhaler
0.2	10/20	FS	Re-view and re-adoption
0.3	Spring 2023	FS	Re-viewed

Review Frequency	Next Review Date
Every 3 years	Spring 2026

## Introduction

- Orchard Primary School recognises that asthma is a widespread, serious but controllable condition affecting on average 1 in 10 pupils.
- The school positively welcomes all pupils with asthma.
- The school encourages pupils with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils.
- The school ensures that pupils with asthma can and do participate fully in all aspects of school life, including art lessons, PE, science, visits, outings or field trips and other out-of-hours school activities.
- Recognises that pupils with asthma need immediate access to reliever inhalers at all times. The school has an emergency salbutamol inhaler and spacer available for emergency use only in the school office.

**We ensure that the emergency inhaler is only used by children with asthma with written parental consent for its use.**

(The draft letter for consent at **Appendix A** will be used for this), but will be used at the first aider's discretion if contact is not possible and patient's health deteriorates. In the event that the school emergency inhaler is used, parents will be contacted immediately and asked to bring medication to school the next day.

## Asthma medicines

- Asthma inhalers come in a variety of colours, usually only blue inhalers will be seen school.
- Immediate access to reliever medicines (blue inhaler e.g. Salbutamol) is essential.
- Pupils with asthma are encouraged to carry their reliever inhaler as soon as the parent/carer, doctor or asthma nurse agrees they are mature enough.
- Parents/carers are asked to ensure that the school is provided with a labelled spare reliever (blue) inhaler. All inhalers must be labelled with the child's name by the parent/carer.
- School staff are not required to administer asthma medicines to pupils except in an emergency. School staff who do administer emergency medicines are insured by the local education authority when acting in agreement with this policy.

## Record keeping

At the beginning of each school year or when a child joins the school, parents/carers are asked if their child has any medical conditions including asthma on their enrolment form. When this has been established an agreement will be sent to the parent/carers regarding the guidelines for asthma pumps in school.

**Appendix C** will be used to notify parents. Parents are also asked to complete an asthma plan for their child.

This information is also added to the children's health lists which includes all of the pupils in each class of any medical conditions or Individual Healthcare Plans that they have. Copies of these are kept in each classroom, staffroom and the main office. The sports coaches also have a copy with them when they are in school.

## **Exercise and activity – PE and Games**

Taking part in sports, games and activities is an essential part of school life for all pupils. All teachers know which children in their class have asthma and all PE teachers at the school are aware of which pupils have asthma from the school's asthma register.

Pupils with asthma are encouraged to participate fully in all PE lessons. PE teachers will remind pupils whose asthma is triggered by exercise to take their reliever inhaler before the lesson, and to thoroughly warm up and down before and after the lesson.

**It is agreed with PE staff that each pupil's inhaler will be labelled and kept in a box at the site of the lesson. If a pupil needs to use their inhaler during a lesson they will be encouraged to do so.**

Classroom teachers follow the same principles as described above for games and activities involving physical activity.

## **Out-of-hours sport**

There has been a large emphasis in recent years on increasing the number of children and young people involved in exercise and sport in and outside of school. The health benefits of exercise are well documented and this is also true for children and young people with asthma. It is therefore important that the school involve pupils with asthma as much as possible in after school clubs.

Classroom teachers and out-of hours school sport coaches are aware of the potential triggers for pupils with asthma when exercising, tips to minimise these triggers and what to do in the event of an asthma attack. Staff also are aware in particular of the difficulties very young children may have in explaining how they feel.

## **School environment**

The school does all that it can to ensure the school environment is favourable to pupils with asthma. The school has a definitive no-smoking policy. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for pupils with asthma. Pupils with asthma are encouraged to leave the room and go and sit in the school office if particular fumes trigger their asthma.

## **When a pupil is falling behind in lessons**

If a pupil is missing a lot of time at school or is always tired because their asthma is disturbing their sleep at night, the class teacher will initially talk to the parents/carers to work out how to prevent their child from falling behind. If appropriate, the teacher will then talk to the school nurse and special education needs coordinator about the pupil's needs.

The school recognises that it is possible for pupils with asthma to have special education needs due to their asthma.

## **Asthma attacks**

All trained first aid staff who come into contact with pupils with asthma know what to do in the event of an asthma attack.

There is a copy in each classroom of: 'How to recognise an asthma attack' and 'What to do in the event of an asthma attack'

Each classroom has a red card triangle for a child (**if there is not another adult in the classroom**) to take into the next classroom or the school office to summon first aid help in the case of any emergency. Another adult would lead the rest of the class away from the situation.

## Use of emergency salbutamol inhalers in school

*Since 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 have allowed schools to keep a salbutamol inhaler for use in emergencies. The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty). This change applies to all primary and secondary schools in the UK. Schools are not required to hold an inhaler – this is a discretionary power enabling schools to do this if they wish.*

At Orchard Primary School we hold Emergency Salbutamol Inhalers in school and ensure that they will 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.

**A child may be prescribed an inhaler for their asthma which contains an alternative reliever medication to salbutamol (such as terbutaline). The salbutamol inhaler should still be used by these children if their own inhaler is not accessible – it will still help to relieve their asthma and could save their life.**

We have arrangements for the supply, storage, care, and disposal of the inhaler and spacers in line with the school's policy on supporting pupils with medical conditions.

**Also in place will be the following:**

- Individual Asthma Plans will be displayed in each classroom for children in the school that have been diagnosed with asthma or prescribed a reliever inhaler, a copy of which should be kept with the emergency inhaler. There will be a list in the front, of all children who have parental permission for the use of the Emergency Inhaler. This allows for the staff to have a quick check for initiating the emergency response.
- **Ensuring that the emergency inhaler is only used by children with asthma with written parental consent for its use. Keeping a record of parental consent on the asthma register will also enable staff to quickly check whether a child is able to use the inhaler in an emergency. Consent will be updated regularly – ideally annually - to take account of changes to a child's condition.**
- Appropriate support and training for staff in the use of the emergency inhaler in line with the school's wider policy on supporting pupils with medical conditions.
- Keeping a record of use of the emergency inhaler as required by *Supporting pupils at school with medical conditions policy* and informing parents or carers that their child has used the emergency inhaler. The draft letter at **Appendix B** will be used to notify parents.
- Having at least two volunteers responsible for ensuring the protocol is followed.
- The use of an emergency asthma inhaler should also be specified in a pupil's individual healthcare plan where appropriate.

## The emergency kit

Our emergency asthma inhaler kit includes:

- a salbutamol metered dose inhaler;
- at least two washable plastic spacers compatible with the inhaler;
- instructions on using the inhaler and spacer/plastic chamber;
- instructions on cleaning and storing the inhaler and spacer;
- 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
- a list of children permitted to use the emergency inhaler as per parental consent form.
- a record of administration (i.e. when the inhaler has been used).

We will be keeping the emergency kit in the **SCHOOL OFFICE**, which is known to all staff, and to which all staff have access at all times. **The inhaler and spacer will not be locked away but will be out of the reach and sight of children.** The emergency inhaler will be clearly labelled to avoid confusion with a child's inhaler.

## Storage and care of the inhaler

There will be least two named volunteers amongst school staff should have 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

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.

The plastic spacers that are held at school can be cleaned using a dishwasher and/or hot soapy water, and left to dry in air.

The inhaler itself 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 warm 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, the inhaler and/or spacer should also not be re-used but disposed of.

## Responding to asthma symptoms and an asthma attack

Salbutamol inhalers are intended for use where a child has asthma. The symptoms of other serious conditions/illnesses, including allergic reaction, hyperventilation and choking from an inhaled foreign body can be mistaken for those of asthma, and the use of the emergency inhaler in such cases could lead to a delay in the child getting the treatment they need.

For this reason the emergency 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** whose parents have given **consent** for an emergency inhaler to be used.

### Common 'day to day' symptoms of asthma are:

- Cough and wheeze (a 'whistle' heard on breathing out) when exercising
- Shortness of breath when exercising
- Intermittent cough

These symptoms are usually responsive to use of their own inhaler and rest (e.g. stopping exercise). They would not usually require the child to be sent home from school or to need urgent medical attention.

### Signs of an asthma attack include:

- Persistent cough (when at rest)
- A wheezing sound coming from the chest (when at rest)
- Being unusually quiet
- The child complains of shortness of breath at rest, feeling tight in the chest (younger children may express this feeling as a tummy ache)
- Difficulty in breathing (fast and deep respiration)
- Nasal flaring
- Being unable to complete sentences

- Appearing exhausted
- A blue / white tinge around the lips
- Going blue

If a child is displaying the above signs of an asthma attack, the guidance below on responding to an asthma attack should be followed.

## **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

### **Responding to signs 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 or there is a problem ie: broken, empty, out of date, not in school, use the emergency inhaler which is located in the school office**
- Remain with child while inhaler and spacer are brought to them
- Immediately help the child to take two puffs of the salbutamol via the spacer immediately
- If there is no immediate improvement, continue to give two puffs every two minutes up to a maximum of 10 puffs, or until their symptoms improve. The inhaler should be shaken between 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
- The child's parents or carers should be contacted **after** the ambulance has been called.
- A member of staff should always accompany a child taken to hospital by ambulance and stay with them until a parent or carer arrives.

### **Recording use of the inhaler and informing parents/carers**

Use of the emergency inhaler should be recorded. This should include where and when the attack took place (e.g. PE lesson, playground, classroom), how much medication was given, and by whom. *Supporting pupils* requires written records to be kept of medicines administered to children.

The child's parents must be informed in writing so that this information can also be passed onto the child's GP. The draft letter at **Annex B** will be used to notify parents.

**Staff**

In the following advice, the term 'designated member of staff' refers to any member of staff who has responsibility for helping to administer an emergency inhaler, e.g. they have volunteered to help a child use the emergency inhaler, and been trained to do this, and are identified in the school's asthma policy as someone to whom all members of staff may have recourse in an emergency.

Our staff have appropriate training and support, relevant to their level of responsibility. **ALL** staff are informed of:

- symptoms of an asthma attack, and how to distinguish them from other conditions with similar symptoms;
- Staff who administer inhalers have appropriate training
- aware of the asthma policy;
- aware of how to check if a child is on the register;
- aware of how to access the inhaler;
- aware of who the designated members of staff are, and the policy on how to access their help;
- administering salbutamol inhalers through a spacer;

The school nurse delivers this training each year to all members of school staff.

Designated members of staff are trained in:

- recognising asthma attacks (and distinguishing them from other conditions with similar symptoms)
- responding appropriately to a request for help from another member of staff;
- recognising when emergency action is necessary;
- making appropriate records of asthma attacks.

At Orchard:

- two individuals are responsible for overseeing the protocol for use of the emergency inhaler, and monitoring its implementation and for maintaining the asthma register;
- at least two individuals are responsible for the supply, storage care and disposal of the inhaler and spacer.

### **Important Things to Remember in an Asthma Attack**

- Never leave a pupil having an asthma attack.
- If the pupil does not have their inhaler and/or spacer with them, send another teacher or pupil to get their spare inhaler/ spacer.
- In an emergency situation school staff are required under common law, duty of care, to act like any reasonably parent.
- Reliever medicine is very safe. During an asthma attack do not worry about a pupil overdosing.
- Send another pupil to get another teacher/adult if an ambulance needs to be called.
- Contact the pupil's parents or carers immediately after calling the ambulance/doctor.
- A member of staff should always accompany a pupil taken to hospital by ambulance and stay with them until their parent or carer arrives.
- Generally staff should not take pupils to hospital in their own car. However, in some situations it may be the best course of action.
- Another adult should always accompany anyone driving a pupil having an asthma attack to hospital.

### **After a Minor Asthma Attack**

- Minor attacks should not interrupt the involvement of a pupil with asthma in school.
- When the pupil feels better they can return to school activities.
- The parents/carers must always be told if their child has had an asthma attack.



**CONSENT FORM: USE OF EMERGENCY SALBUTAMOL INHALER**

**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 [delete as appropriate].
2. My child has a working, in-date inhaler, clearly labelled with their name, which they have in school that is kept in the designated area in the classroom.
3. In the event of my child displaying symptoms of asthma, and if their inhaler 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.

Signed:..... Date: .....

Name (print).....

Child's name: ..... Class: .....

Parent's address and contact details:

.....  
.....  
.....

Telephone: .....

E-mail: .....





LETTER TO INFORM PARENTS OF EMERGENCY SALBUTAMOL INHALER USE

Child's name: .....

Class: .....

Date: .....

Dear.....,

This letter is to formally notify you that.....had problems with his/her breathing today.

This happened when .....

*[Delete as appropriate]*

- 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 seen by your own doctor as soon as possible.

Yours sincerely



ORCHARD PRIMARY SCHOOL

Asthma Pumps in Primary Schools

Dear parent/carer,

Your child \_\_\_\_\_ has an asthma pump in school.

I am writing to inform you of the school’s guidelines with regard to asthma pumps in school.

- 1. All asthma pumps will be kept in an asthma box, of which there is one in every classroom.
- 2. All asthma pumps will be named.
- 3. With the pump there will be written evidence of the frequency of usage necessary for each individual child. This is to ensure that if a child appears to need their pump rather too frequently, then the parent can be informed.
- 4. We strongly encourage independence so your child will not be restricted from using their pump during the course of the school day, but it is considered courteous to make the normal requests of the teacher first.

*We understand that immediate access to reliever medicines is essential. Pupils with asthma are encouraged to carry their reliever inhaler as soon as the parent/carer, doctor or asthma nurse agrees they are mature enough.*

- 5. If the child needs their pump during break times, a request to a member of staff must be made first before entering the building, where an adult will accompany them. If the child always needs their pump during lunchtime, then the child can give it to a Midday Supervisor for safekeeping in the First Aid bag.

If you wish to see the School Medical Policy, please make a request to the school office or visit the school website.

Would you please sign and return the slip below indicating either your agreement or your wish not to keep the pump in the care of the teacher or other staff, thereby taking full responsibility yourself. If this is the case we will need an extra inhaler to keep in the classroom box.

Yours sincerely

Headteacher

**Asthma Pumps** (Please tick as appropriate)

{ } I agree and accept the above guidelines regarding asthma pumps in school

Signed \_\_\_\_\_ Print \_\_\_\_\_ Parent/Guardian

Child’s name \_\_\_\_\_ Date \_\_\_\_\_

# 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

# 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 or there is a problem ie: broken, empty, out of date, not in school use the emergency inhaler which is located in the school office**
- 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**



# My Asthma Plan



Your asthma plan is your guide to the medicines you take.

Name:



and always use your asthma medicines.

## 1. My asthma medicines

- My best peak flow is
- My preventer inhaler is called  and its colour is
- I take  puffs of my preventer inhaler in the morning and  puffs at night. I do this every day even if I feel well.

Other asthma medicines I take every day:

- My reliever inhaler is called  and its colour is . I take  puffs of my  colour reliever inhaler when I wheeze or cough, my chest hurts or it's hard to breathe.

Does playing, running or doing PE normally make it hard to breathe?



If yes I take  puffs of my  colour reliever inhaler beforehand.



What asthma medicines do you take every day?

## 2. When my asthma gets worse

I will know my asthma is getting worse if:

- I have a cough, wheeze, it is hard to breathe or my chest hurts, or
- I am waking up at night because of my asthma, or
- I am taking my reliever inhaler every day, or
- My peak flow is less than

When this happens: I keep taking my preventer medicines as normal.

And also take  puffs of my  colour reliever inhaler every four hours.

If I am not getting any better I should see my doctor or asthma nurse today.



What should you do when your asthma gets worse?

Remember to take your inhaler with a spacer if you have one



## 3. What to do when I have an asthma attack

I am having an asthma attack if:

- My  (colour) reliever inhaler is not helping, or
- I can't talk or walk easily, or
- I am breathing hard and fast, or
- I am coughing or wheezing a lot, or
- My peak flow is below

When this happens: I should take  puffs of my  (colour) reliever inhaler every two minutes (up to ten puffs) until I feel better.

I am feeling better, but I don't want this to happen again so I need to see my doctor or asthma nurse today.



I still don't feel better and I have taken ten puffs. Now I need to call 999 straight away. If I am waiting longer than 15 minutes for an ambulance I should take another  puffs of my  colour reliever inhaler every two minutes (up to ten puffs).



Where can I find out more?

Asthma UK is dedicated to improving the health and well-being of the 5.4 million people in the UK with asthma including 1.1 million children.

**Asthma UK AdviceLine**  
Ask an asthma nurse specialist  
0800 121 63 44  
asthma.org.uk/advice

**Asthma UK**  
Summit House, 75 Wilson Street,  
London EC2A 3DB  
T 020 7386 4000  
F 020 7356 6075

**Asthma UK Cymru**  
Eadigale House, 25-43 Newport Road,  
Cardiff CF24 0AB  
wales@asthma.org.uk

**Asthma UK website**  
Read the latest independent advice and news on asthma  
asthma.org.uk  
kickasthma4u.org.uk

**Asthma UK**  
Northern Ireland  
Ground floor, Unit 2 College House,  
City Link Business Park, Dunfermline Street,  
Belfast BT9 4HG  
ni@asthma.org.uk

**Asthma UK Scotland**  
4 Green Street,  
Edinburgh EH3 5EJ  
scotland@asthma.org.uk

## My asthma triggers:

(Write down things that make your asthma worse so you can stay away from them.)

I need to see my asthma nurse every six months at least

Date I got my asthma plan:

My next asthma review:

Doctor's/asthma nurse contact details:

