

# WOOLENWICK JUNIOR SCHOOL

## ASTHMA POLICY V1

Policy Name	Asthma Policy
Created by	Mike Crabtree/Sean Randall
Responsibility of	Resources Committee
Reviewed by	MC
This Review Date	Jan 2015
Next Review Due	2018
Cycle	3 years
Ratified by Governing Body on	13/5/15
Policy will be published	Yes

### **Version History**

Version	Amendments	Date	Author
V1	Original document	Jan 2015	

### **Introduction**

Asthma is a condition that affects the airways – the small tubes that carry air in and out of the lungs. Asthma symptoms include coughing, wheezing, a tight chest and getting short of breath – but not every child will get all these symptoms.

Children with asthma have airways that are almost always red and sensitive (inflamed). These airways can react badly when someone with asthma has a cold or other viral infection or comes into contact with an asthma trigger. Common triggers include colds, viral infections, house-dust mites, pollen, cigarette smoke, furry or feathery pets, exercise, air pollution, laughter or stress.

### **Aims**

The school aims to:

- encourage children with asthma to participate fully in all aspects of school life.
- have a clear policy that is understood by all members of staff.
- provide training for all members of staff who come into contact with children with asthma.
- ensure that the school environment is favourable to children with asthma (the school building and Infant and Nursery school grounds is a non-smoking area).

## **Roles and Responsibilities**

- The Governors will ensure that this policy is kept up to date and that it is reviewed at least every 3 years; more frequently if new guidance is published.
- The Headteacher is responsible for advising all staff – teachers, support staff, midday supervisors – on all aspects of asthma management.
- The Headteacher should remind parents to make sure that their children have ‘in-date’ asthma inhalers in school at all times through the school newsletters.
- Teachers should remind children to have ‘in-date’ inhalers with them in school or, if appropriate, provide a safe place to put them.
- All staff should ensure that they know what to do when dealing with an asthma attack as detailed on page 3. Posters giving this information are displayed strategically throughout the school.

## **Record Keeping**

- The school maintains a register of asthma sufferers which is updated annually. Parents are encouraged to notify the school of any changes in their child’s symptoms or treatment.

## **Medication**

- We encourage all children with asthma to be responsible for their own inhaler, taking into account their individual circumstances.
- All children with asthma must have a reliever inhaler in school at all times, labelled with their own name. Reliever inhalers, for those children who do not carry/look after their own, will be kept in a cupboard in the child’s own classroom.
- If inhalers are needed at lunchtime, children are aware they must tell an MSA if they are going indoors to take their inhaler and report back once they have taken it.
- Inhalers are taken to the hall or outside for PE lessons so that the child can have immediate access to the reliever inhaler. Inhalers are taken on all educational visits and school journeys.
- Access to reliever inhalers is of vital importance. Delay in taking reliever treatment can lead to a severe attack and, in rare cases, may prove fatal.
- We realise that if a child is using their inhaler more often than usual it is likely to be because their condition is deteriorating. If this is the case then the class teacher will speak to the parents of the child concerned.

## **PE**

- Taking part in PE lessons and other physical activities is an essential part of school life and we aim to ensure normal activity for all but the most severely affected asthmatic children.
- Everybody gets breathless during exercise but untreated asthmatics get more breathless after the exercise has stopped. Hard exercise can also make asthmatic children cough and wheeze.
- Children will always be given the opportunity to use their medication before PE lessons if they have exercised induced asthma, or during the lesson if necessary.

## **Emergency Inhaler**

- The school keeps a salbutamol inhaler and disposable spacers for use in an emergency (child’s own inhaler is lost or empty) by those children for whom written parental consent has been given.
- The emergency inhaler will be used in accordance with the guidance given in the Department of Health document at – <https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-schools>
- A register is kept in the office of those children for whom parental consent to use the emergency inhaler has been given.
- In the event of a child suffering an asthma attack, the emergency inhaler register must be checked to ascertain whether it may be used if necessary.
- The school will ensure, on a monthly basis, that the emergency inhaler and spacers are present, in working order and in date, and replace if necessary.

# How to deal with an Asthma attack

## Step 1

- Help the child to take their usual dose of reliever inhaler (usually blue) immediately, preferably through a spacer.

## Step 2

- Sit the child upright.
- Get them to take slow steady breaths.
- Keep calm and reassure them.
- Do not leave them alone.

Have the symptoms improved immediately?

Yes

Continue to sit with the child until they are feeling completely well and can go back to the previous activity.

Contact the child's parents or carers and inform them about the situation.

## Step 3

- Continue to give two puffs of the reliever (One puff at a time) every two minutes, up to ten puffs

## Step 4

- If the child does not start to feel better after taking the reliever inhaler as above or if you are worried at any time call 999.

## Step 5

- If an ambulance does not arrive within ten minutes repeat step 3 while you wait.

Common signs of an asthma attack include any one or more of the following.

- Coughing
- Shortness of breath
- Wheezing
- Tightness in the chest
- Being unusually quiet
- Difficulty speaking in full sentences.
- Lips are blue.

## Specimen Letters -

# Woolenwick Junior School

*'Growing roots to learn and wings to fly'*



Acting  
Headteacher: Michelle Kingston

Tel: 01438 216565  
Fax: 01438 216566

Email: [admin@woolenwickjm.herts.sch.uk](mailto:admin@woolenwickjm.herts.sch.uk)  
Website: [www.woolenwickjm.herts.sch.uk](http://www.woolenwickjm.herts.sch.uk)

Bridge Road West,  
Stevenage,  
Herts.  
SG1 2NU

4 July 2017

Dear Parents/Carers

Woolenwick Junior School reviews school policies on a regular basis. Recently we have reviewed our asthma policy. As a result we have made a few changes. We intend to obtain an emergency inhaler ready for use as from September 2015.

As from 1<sup>st</sup> October 2014, the Human Medicines Regulations 2014, allows schools to keep a salbutamol inhaler for use in emergencies.

**We intend to obtain an emergency inhaler ready for use as from September 2015.**

The emergency salbutamol inhaler will only be used if:

1. The child has been diagnosed with asthma and has been prescribed an inhaler.
2. Parents/carers have completed a written consent form for the use of the emergency inhaler.
3. The child's prescribed inhaler is not available, broken or out of date.

If you would like to give consent for your child to be able to use the emergency inhaler, please complete the form provided and return it to the school office.

As part of our revised asthma policy children are required to be responsible for their own inhaler.

Parents and carers can find all our school policies including the updated asthma policy on our website.

Yours faithfully

**Michelle Kingston**  
**Acting Head teacher**

# Woolenwick Junior School

*'Growing roots to learn and wings to fly'*



Headteacher: Mr M Crabtree

Tel: 01438 216565

Fax: 01438 216566

Email: [admin@woolenwickjm.herts.sch.uk](mailto:admin@woolenwickjm.herts.sch.uk)

Website: [www.woolenwickjm.herts.sch.uk](http://www.woolenwickjm.herts.sch.uk)

Bridge Road West,  
Stevenage,  
Herts.  
SG1 2NU

## 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 and has been prescribed an inhaler .
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
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: .....

# Woolenwick Junior School

*'Growing roots to learn and wings to fly'*



Acting Headteacher: Michelle Kingston

Tel: 01438 216565  
Fax: 01438 216566

Email: [admin@woolenwickjm.herts.sch.uk](mailto:admin@woolenwickjm.herts.sch.uk)  
Website: [www.woolenwickjm.herts.sch.uk](http://www.woolenwickjm.herts.sch.uk)

Bridge Road West,  
Stevenage,  
Herts.  
SG1 2NU

Child's name: .....

Class: .....

Date: .....

Dear Parent/carer,

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 seen by your own doctor as soon as possible.

Yours sincerely,

**Michelle Kingston**  
**Acting Head teacher**

