



# The Leys Primary & Nursery School

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## Asthma Policy

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## 1. Policy Statement

The Leys Primary and Nursery School recognises that asthma is a widespread, serious but controllable condition affecting many pupils at the school. We positively welcome all pupils with asthma and ensure that they can and do fully participate in all aspects of school life, including PE, sports, educational visits and residential trips.

This school takes asthma seriously and is committed to:

- Ensuring the school environment is favourable to pupils with asthma
- Ensuring all pupils with asthma can participate fully in all aspects of school life
- Recognising that immediate access to reliever inhalers is vital
- Keeping emergency salbutamol inhalers for use in emergencies
- Ensuring staff are trained to recognise and respond to asthma attacks

## 2. Aims

This policy aims to:

- Support pupils with asthma to achieve their full potential
- Ensure all staff understand asthma and know what to do in an emergency
- Ensure pupils have immediate access to their reliever inhalers
- Maintain accurate records of pupils with asthma
- Create an asthma-friendly environment

## 3. Roles and Responsibilities

### 3.1 The Headteacher is responsible for:

- Ensuring this policy is implemented effectively
- Ensuring staff receive appropriate training on asthma awareness
- Ensuring emergency salbutamol inhalers are available and maintained
- Ensuring an asthma register is maintained and updated

### 3.2 All staff are responsible for:

- Understanding asthma and how to support pupils with the condition
- Knowing which pupils have asthma
- Allowing pupils immediate access to their reliever inhalers
- Knowing what to do in an asthma emergency
- Treating asthma information confidentially

### 3.3 The school office/designated person is responsible for:

- Maintaining the asthma register
- Ensuring parents provide up-to-date information



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- Checking inhaler expiry dates termly
- Maintaining emergency salbutamol inhaler supplies
- Recording when emergency inhalers are used

### 3.4 Parents/carers are responsible for:

- Informing the school if their child has asthma
- Providing the school with a reliever inhaler (clearly labelled with child's name)
- Ensuring the inhaler is in date
- Informing the school of any changes to their child's condition or medication
- Complete and sign the school asthma card form
- Providing written consent for use of emergency salbutamol inhaler

### 3.5 Pupils are encouraged to:

- Know how to use their inhaler correctly
- Tell an adult immediately if they feel unwell or need their inhaler
- Know where their inhaler is kept

## 4. Medication Management

### 4.1 Reliever Inhalers (usually blue)

- Pupils should have access to their reliever inhaler at all times
- Inhalers are typically stored in the classroom in a labelled inhaler box which is kept in a visible location known to the child and staff
- Inhalers must be clearly labelled with the child's name
- Inhalers must be easily accessible - never locked away

### 4.2 Preventer Inhalers (usually brown, orange, or red)

- These are usually taken at home
- If required during school hours (such as residential trips), they will be stored safely and administered as per parental instructions on the administration of medication form

### 4.3 Emergency Salbutamol Inhaler

The school keeps emergency salbutamol inhalers for use in emergencies when:

- A pupil's own inhaler is not available (e.g. empty, lost, broken)
- A pupil is having an asthma attack and doesn't have their inhaler

### Procedures:

- Written parental consent is obtained for use of emergency inhaler



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- Emergency inhalers are stored in: Two in the main school office (one under the reception counter) and one in an emergency evacuation box , one in the first aid room and one in the finance office
- A register of pupils with parental consent is maintained
- Spacers are available and cleaned after each use
- Expiry dates are checked termly
- Use is recorded including pupil name, date, time, dose given, staff member administering

## 4.4 Storage

- All inhalers are stored at room temperature, away from direct sunlight
- Inhalers are never locked away where pupils cannot access them
- Expiry dates are checked at least termly

## 5. Asthma Attacks - Emergency Procedures

### 5.1 Recognising an Asthma Attack

Signs of an asthma attack include:

- Persistent cough (when at rest)
- Shortness of breath
- Wheezing
- Tight chest
- Being unusually quiet
- Difficulty speaking in full sentences

### 5.2 What to do in an asthma attack

Follow these steps immediately:

1. **Keep calm and reassure the child**
2. **Help the child to sit up and slightly forward** - do not lie them down
3. **Help the child take their reliever inhaler (usually blue)**
  - Use a spacer if available
  - Give 1 puff every 30-60 seconds, up to 10 puffs
  - If the child doesn't have their inhaler, use the emergency inhaler
4. **Stay with the child**
  - Ensure tight clothing is loosened
  - Keep other children away
5. **If there is no improvement after 5-10 minutes:**
  - Continue to give 1 puff every 30-60 seconds (up to 10 puffs)
  - **Call 999 immediately if:**
    - The reliever has no effect after 5-10 minutes
    - The child is too breathless or exhausted to talk



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- The child's lips are blue
- You have any doubts about the child's condition

## 6. Contact parents/carers

## 7. If an ambulance does not arrive within 10 minutes, repeat step 3

### 5.3 After an asthma attack

- Parents must be informed the same day
- The incident should be recorded
- The child's asthma management should be reviewed

## 6. Day-to-Day Management

### 6.1 Asthma Register

- The school maintains a register of all pupils with asthma (Arbor & Medical Tracker)
- This is updated at least termly and when new information is received
- The register is accessible to all staff
- Class teachers are informed of pupils with asthma in their class

### 6.2 Individual Care Plans

For pupils whose asthma is more complex or severe, an Individual Care Plan will be developed in partnership with parents, the pupil, and healthcare professionals. This will include:

- Triggers and how to avoid them
- Symptoms and what to do
- Medication details
- Emergency contact information
- Any specific requirements

### 6.3 Physical Activity and PE

- Pupils with asthma are encouraged to participate fully in PE
- Inhalers must be readily accessible during PE lessons
- Pupils should use their reliever inhaler before exercise if recommended by their doctor
- Staff should be aware that exercise can trigger asthma
- If a pupil experiences symptoms during exercise, they should stop, use their inhaler, and return when they feel better

### 6.4 School Trips and Off-Site Activities

- Inhalers must be taken on all trips
- Staff supervising trips must be aware of pupils with asthma



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- Emergency procedures must be understood by all supervising staff
- Risk assessments should consider asthma management
- Emergency salbutamol inhaler should be taken on trips (the inhaler stored in the finance office should be taken).

## 6.5 Creating an Asthma-Friendly Environment

The school will:

- Ensure good ventilation in classrooms
- Maintain a no-smoking policy on school premises
- Be aware of potential triggers (e.g. strong perfumes, cleaning products)
- Keep the school environment clean to reduce dust and allergens

## 7. Staff Training

### 7.1 Training Requirements

- All staff receive asthma awareness training as part of their induction
- Training is updated annually
- Training covers:
  - What asthma is
  - Common triggers
  - Recognising symptoms
  - What to do in an emergency
  - How to use inhalers and spacers
  - School procedures

### 7.2 Training Providers

Training is provided by:

- The National College

## 8. Record Keeping

The school maintains the following records:

- Asthma register (updated termly)
- Parent to complete and sign the school asthma card form
- Parental consent forms for emergency inhaler use
- Records of when emergency inhalers are used
- Inhaler expiry date checks
- Staff training records
- Incident reports for asthma attacks



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## 9. Policy Review

This policy will be reviewed annually or sooner if:

- There are changes to legislation or guidance
  - An incident occurs that requires policy review
  - Feedback suggests improvements are needed
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