



CLOUGHWOOD ACADEMY

Asthma Policy

| Version and Date | Author | Committee Responsible | Review frequency | Approval | Next Review Due | |
|-------------------------|---------------|------------------------------|-------------------------|-----------------|---|------------|
| 1.0 | 20.05.2015 | Mrs R Williams | Community | 3 yearly | Approved by the Community Committee on 25.06.2015 | 24.06.2018 |
| 1.1 | 25.09.2018 | Mr B Monteith / Mr R Rayner | Full Board | 3 yearly | Approved by the Full Board on 25.09.2018 | 24.09.2021 |

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1. Introduction

- This policy has been written following current advice from the Department for Education, Asthma UK, healthcare professionals (**Guidance on the use of Salbutamol inhalers in schools March 2015**).
- We recognise that some pupils and staff attending this school suffer from asthma and that it is a widespread, serious but controllable condition.
- All pupils with asthma are welcome at Cloughwood and are encouraged to achieve their full potential in all aspects of school life.
- The school will offer whatever support they can to parents and carers of children with asthma.

2. Record Keeping

- At the beginning of each school year, or when a child joins the Academy, parents/carers are asked to complete "Supporting pupils with medical needs" paper work, which informs us of any medical conditions including asthma.
- All children with Asthma are recorded on a Pupil Asthma Register
- Parents are asked to complete a request for school to administer medication using the **AM1 Form** (which details potential triggers, dose and timings for medication) and a school **Asthma Card**
- **Asthma cards** are kept in the Head of Care's office in the **Asthma tray** and original copies are filed together with the **AM1 Forms** in the Head of Care's office.
- **Asthma Cards** are taken together with the inhaler whenever the child goes on a trip or a visit outside the school. These are in plastic wallets clearly marked with the child's name age and dosage.
- **AM3 Form** is completed by a member of staff whenever a child has been given a dose of their reliever inhaler.

2.1 Pupil Asthma Register

- A register of children with Asthma is maintained by Cloughwood and this is generated from the information provided by parents.
- The list of pupils with Asthma is displayed in each classroom.
- Each term the HOC and CCA's will carry out a check of expiry dates of all reliever inhalers kept at the school and the **Pupil Asthma Register** is updated as required.

2.2 Staff Asthma Register

- A register of all staff with Asthma is maintained and this is generated from information supplied by staff.
- The register is updated at the end of each Autumn term (unless staff are appointed mid-term).
- Where possible Cloughwood will take action to support staff suffering from asthma (where possible advising staff when grass cutting is to take place so that windows can be kept closed).
- A copy of the staff Asthma register is available in the Head of Care's office in case of emergency.

3. Responsibilities

3.1 The Academy will:

- Support pupils in the administration of their reliever inhaler where necessary.
- Contact all parents/carers as a matter of urgency when a child does not bring an inhaler into the Academy. Parents/carers will be supported in transporting medication into school where there are transport issues.
- At the end of the academic year all inhalers/spacers will be returned to parents/carers in the taxi.
- Keep inhalers/spacers in the Head of Care's office, clearly labelled with the child's name and stored in the Asthma tray, all staff will be advised as to the location of the inhalers.
- Arrange routine cleaning of each child's spacer on a monthly basis, using hot soapy water, rinsed and left to dry. This will be undertaken by the Head of Care or senior CCA.
- Acknowledge that some individuals may be prescribed inhalers for conditions un-related to asthma (e.g. rhinitis). This policy will still apply in these circumstances.

3.2 All Academy staff have a responsibility to:

- Communicate effectively and swiftly when required with the child, their parents/carers and other school staff.
- Understand the Academy asthma policy.
- Know which pupils they come into contact with have asthma.
- Know what to do in case of an asthma attack.
- Never leave a child with asthma alone during an attack.
- Never send a child on their own to get their inhaler - they must be accompanied by an adult.
- Allow pupils with asthma immediate access to their inhaler.
- Inform parents/carers if their child has suffered a serious asthma attack, or if they have used the inhaler more than usual, by sending home an asthma slip.
- Ensure that pupils take their asthma medication on school trips or LOTC.
- Ensure that pupils who have been unwell due to their asthma have time to catch up on missed work.
- Be aware that pupils could be tired due to night-time symptoms, if in doubt contact parents/carers.
- Liaise with parents/carers if a pupil is falling behind due to their asthma.

3.3 During PE lessons staff have a responsibility to:

- Understand asthma and the impact it can have on pupils. Pupils with asthma should not be forced to take part in an activity if they feel unwell. They should also not be excluded from activities they wish to take part in, if their asthma is controlled.
- Ensure pupils have their reliever inhaler with them during activity or exercise and are allowed to take it if needed.
- If a pupil has asthma symptoms while exercising, allow them to stop, take their reliever inhaler and as soon as they feel better allow them to return to the activity (most pupils with asthma should wait/rest for at least 5 minutes)

- Remind pupils with asthma, whose symptoms are triggered by exercise, to use their reliever inhaler approximately 10 minutes before warming up.
- Ensure all pupils, including those with asthma, always warm up and cool down thoroughly.
- Be aware of triggers in exercise including:
 - Cold-air
 - Long distance running
 - Fitness tests
 - Chlorine in swimming pools
 - Dusty equipment
 - Pollen - including grass cuttings

3.4 Responsibilities of Parents/Carers of children with asthma

Parents/carers will:

- Complete fully all required forms including AM1 Form and Asthma Card at least annually (or as required).
- Notify the Academy immediately of any changes to the child's medical condition and medication and amend the required records accordingly (including hospitalisation and appointments with the asthma nurse).
- Ensure that reliever inhalers (usually blue) are kept in school at all times. Doctors will prescribe additional inhalers for children to keep in school.
- Children in Key stage 1 must have a reliever inhaler and spacer in school at all times.
- Children in key stage 2 may have just a reliever inhaler in school at all times.
- Ensure that inhalers, spacers and masks are clearly and permanently labelled with the child's full name and that all caps and lids are fitted.
- Check expiry dates regularly.
- Accept that the Academy may send home a child with asthma if they do not have an up to date reliever in school.
- Make every effort to ensure a child's attendance at the Academy if they are well enough.
- Notify the Academy immediately if their child ceases to require an inhaler and needs to be removed from the asthma register (a formal 'sign off' record is required on the original **AM1 Form**).

3.5 Asthma Specialist Nurse/School Nurse

Specialist Asthma nurse or school nurse may be able to:

- Offer support to Academy staff about children with asthma in school if required.
- Arrange annual training on the management of asthma within the Academy.

4. School Activities

4.1 Exercise and PE

- Taking part in sports/ games is an essential part of school life for all pupils.

- Teachers must be aware of children within their class who have asthma; all classrooms have a list of pupils with asthma.
- Pupils with asthma are encouraged to participate fully in all sporting activities.
- Children must be reminded to take their reliever inhalers (blue) with them to all PE lessons including swimming at the local baths.
- Some children may need to take their reliever inhaler (blue) about 15 minutes before any activity or exercise.

4.2 After-School Activities

- Children must be reminded to take their reliever inhaler with them to after-school activities, the residential unit or off site after-school activity clubs.
- All staff must be aware of the children in their group with asthma.
- All staff must be aware of what to do in case of an attack.

4.3 School Environment

- Cloughwood has a full no-smoking policy in operation throughout the building and site.
- We do have some small animals in school (primary) so that the children can learn about animal care, but we ensure the well-being of all the children who handle the animals by following hygiene standards at all time and ensuring that any asthmatic is supported to care for these animals as well.
- As far as is practicable we try to prevent/limit the use of substances in art and science which could be potential triggers.
- Pupils would be encouraged to leave the classroom if particular fumes trigger their asthma.

4.4 Pupils falling behind in lessons

If a pupil is missing a lot of time in school, or is particularly tired because of disturbed sleep, the class teacher will:

- Contact the child's parent to talk about avoiding the child falling behind in their work.
- Discuss with the school nurse.
- Discuss the child's medical condition in the pupil AR/progress meetings.

5. Usual symptoms of Asthma are:

- Coughing
- Wheezing
- Tightness in the chest
- Shortness of breath

Occasionally children may also display:

- Chest or throat scratching
- General lethargy or quietness

NB: Not everyone will get **all** these symptoms. Some people will get them from time to time; a few will get them all the time. The symptoms indicate that the asthma is unstable and the person requires treatment.

Ensure the child takes his reliever inhaler **immediately** when needed for symptoms of cough wheeze or breathlessness.

6. What to do in case of an asthma attack

(Recommended guidelines suitable for both children and adults)

- Stay calm and speak calmly to the person.
- Call for assistance.
- Ensure the person takes the reliever inhaler – usually blue – immediately
- Encourage slow breathing.
- Ensure the person sits down – but does not lie down.
- Loosen any tight clothing.
- Shake the reliever inhaler to mix.
- Encourage the person to take 1 x puff of reliever inhaler with 5 slow breaths (in a spacer if appropriate) or 1x puff and 20 seconds (with mask on).
- Continue the process until symptoms improve.
- Listen to the person –they will know if they need more.
- Children can take up to 10 puffs.
- **If symptoms do not improve in 10 - 15 minutes – or you are in doubt – call 999.**
- Encourage the person to repeat the above treatment until help arrives.

NB: Laminated copies of the above checklist are available in each classroom and offices.