



**The Park Federation Academy Trust
Cranford Park Academy**

**Asthma Policy
2023-2025**

Version History

Version	Date	Status and Purpose	Changes overview
1	January 2015	New policy for CPA	
2	February 2017	Policy reviewed	
3	February 2019	Policy reviewed	Rewording in Administering Inhalers re: Log books Rewording in Access to inhalers re: school trips Addition of Asthma Friendly School requirements
4	February 2021	Policy reviewed	Rewording in Aims re: training Rewording in Administering Inhalers re: prescribed inhalers
5	April 2021	Policy Amended due to updated guidance from Dept of Health regarding emergency inhaler use	Rewording in Aims, At School, Administering inhalers, Access to inhalers, Legal Position sections Moved Emergency Asthma packs section and addition of single use information. Addition of DV as Asthma Champion Addition of Appendices
6	February 2023	Policy reviewed	Rewording on who can carry inhaler boxes(pg 3) Rewording on who can use inhalers (pg 3) Change of detail were the emergency inhaler packs are kept(pg 4)

Approval

Signed by CEO and Federation Principal on behalf of the Board of Directors	Dr. Martin Young
Date of approval	January 2015
Date of review	February 2023
Date of next review	February 2025

Notes on Document Control

This document is the property of The Park Federation Academy Trust and its contents are confidential. It must not be reproduced, loaned or passed to a 3rd party without the permission of the authoriser.

It is controlled within the Park Federation Academy Trust Admin Server where the electronic master is held and can be accessed on a read only basis, subject to security permissions.

Users of the document are responsible for ensuring that they are working with the current version.

Paper or electronic copies may be taken for remote working etc. However, all paper copies or electronic copies not held within the Admin Server are uncontrolled.

Hence the footer 'DOCUMENT UNCONTROLLED WHEN PRINTED' which must not be changed.

To enable continuous improvement, all readers encouraged to notify the author of errors, omissions and any other form of feedback.

ASTHMA POLICY

Pupils with asthma are welcome in the school. They are encouraged to take part in ALL activities.

Aims

- All staff, teaching and support staff are aware of the condition and what to do in the event of an asthma attack.
- Annual training is provided by the school nurse for all staff.
- All asthmatic children have easy, and immediate access to their relief inhaler treatment.
- All children understand asthma so that they can support their friends.
- Records are kept of the children with asthma and regularly updated.
- There is good communication between home, school and nursing team.

At School

On entry into the Nursery and/or full-time schooling all parents are asked if their child is ever wheezy, or has been identified as suffering with asthma.

Parents are asked to complete a white school asthma card. This card outlines the condition and if, or when, medication needs to be taken. Copies of blank cards and the school asthma policy are to be included in the welcome pack.

The cards are kept in the welfare room filing cabinet in the asthma folder.

Parents of asthmatic children are asked to keep the school informed of any changes in condition, or other illnesses/allergies likely to affect their asthma, so staff can be more vigilant.

Discussions are held between the welfare team and class teacher when necessary to update the teacher of any change in the child's condition or regime of medication. It is the welfare team's responsibility to ensure this occurs.

All children will be treated in accordance with the school emergency asthma plan (appendix 2) unless they have an individual health care plan (IHCP). A copy of the child's IHCP will be kept with the child's inhaler at all times.

Administering Inhalers

Children **MUST HAVE** one blue salbutamol inhaler (relief inhaler) and one spacer (Volumatic, Aerochamber, Space chamber) prescribed by their GP in school. This must be in its original box with its prescription label detailing the child's name. **It is the parent's responsibility to supply this blue inhaler and spacer to the school.** This is kept in the class Asthma Box. All inhalers will be easily accessible and never locked away.

All classrooms are equipped with a class Asthma Box. This will contain each child's individual labelled medication and spacer. Welfare are responsible for providing these boxes at the start of the school year.

The welfare team **must** be informed when a child has received their asthma medication either by email, a note sent to the welfare room or in person by the adult who has administered it. The welfare team will fill out a report slip to inform the parents their child has been given their inhaler. They will also complete a monthly asthma feedback form for the Paediatric Respiratory team at Hillingdon Hospital detailing all children that have been given their inhaler in school or have been absent due to asthma.

Preventative inhalers - These now come in a range of colours including: orange, maroon, purple and beige and are **NOT** needed in school. They should be administered at home before and after school. Any preventative medication will be sent home if brought in to school.

Access to Inhalers

Asthmatic children have access to their inhaler whenever needed with supervision from an adult.

The class Asthma Box should be taken out with the class whenever they leave the room: during all games lessons, especially those held on the field, assemblies, lessons held in different rooms, fire drills and emergency evacuations.

It is essential that the teacher ensures their classes asthma medication is taken with the class on all school trips, swimming etc. A responsible child can be nominated to carry the box when going swimming. On any other class or year group trips out of school a named adult is responsible for carrying the inhalers and spacers. The welfare team will prepare the medication bags for school trips.

Emergency Asthma Packs

The school will provide emergency asthma packs to be held in the welfare room, canteen, After school sports clubs and the VP office. The emergency inhaler/spacer can be used only if the child's own inhaler is broken or out of date. The inhaler and spacer **are single use only** due to the risk of spreading infection. The inhaler must be disposed of after use and the spacer given to the child or disposed of. The inhaler can only be used by children not adults.

Each pack will contain 2 blue Salbutamol inhalers, 2 spacers, an emergency asthma plan poster, register of asthmatic children and a yellow log book.

It is the Welfare Team's job to ensure the class and emergency boxes are regularly checked and contain all the agreed equipment.

P.E and Clubs

The Welfare Team ensures that class teachers, and adults who run sports clubs, are aware of children with asthma and informs them whether they need inhalers before exercise. If a child requires their asthma inhaler during an extra curricular activity

they would be advised to use the emergency inhaler located in the emergency inhaler packs that are provided for after school clubs.

Asthma Attack

In the case of an asthma attack the teacher should follow the instructions on the asthma attack poster situated in all classrooms and keep the child calm. **PLEASE TREAT CHILD WHERE THEY ARE AND SEND FOR HELP IMMEDIATELY USING THE RED EMERGENCY CARD.**

Asthma Friendly School Status

CPA is currently an Asthma Friendly school. This status is reviewed annually by the School Nursing Team and the following criteria must be met each year for it to be awarded:

- ✓ Named Asthma Champion – Heather Withers
- ✓ Named Asthma Lead – Lorna Mitchell
- ✓ Register of all known asthmatics
- ✓ Management plan for known asthmatics
- ✓ Asthma Champion links with Community Asthma services & attends Annual workshop
- ✓ Clear Asthma policy
- ✓ Accessible inhalers
- ✓ Annual school staff training (minimum 85% attendance required)
- ✓ Display of emergency plan posters
- ✓ Emergency inhalers
- ✓ Annual asthma audit
- ✓ Monthly Asthma Forms completed and returned to Paediatric Respiratory team

Whole School Training

In order to improve the management of children's asthma within our school, whole school staff training is to be updated annually to ensure that **ALL** staff are aware of the procedures to follow in the event of a child having a possible asthma attack.

Strict Rules

No children other than those with medication are allowed to touch these containers - each child is only permitted to touch his or her own medication.
(If this rule is broken, it is useful to remember that a child will **NOT** be harmed by inhaling.)

Legal Position

Staff are legally covered by the LEA to administer asthma treatment if they are happy to do so. It is **illegal** to use with one child the inhaler of another, even in an emergency. In this instance the emergency inhaler should be administered.

Our asthma policy incorporates national guidelines recommended on the management of asthma care in school. The policy is in place to maintain the safety of all children with asthma at Cranford Park Academy

Emergency Asthma Pack Procedure

- Only use if the child's own inhaler is broken or expired.
- The inhaler and spacer are single use only.
- Inform welfare immediately if inhaler and spacer are used.
- Replace any used equipment immediately after use.
- To purchase new inhaler(s) from pharmacy:
 - 1) Contact pharmacy to confirm price
 - 2) Complete Request to Spend form for Finance and have it authorised
 - 3) Complete request letter for pharmacy signed from Principal. Request letter is found in
M:Office/Welfare/Asthma/Emergency inhaler request.doc
 - 4) Take request to Pharmacy to collect inhalers



ASTHMA ATTACK

For children with
diagnosed asthma



SIGNS OF
WHEEZING
COUGHING
SHORTNESS OF BREATH

TREATMENT

GIVE RELIEVER (BLUE)
INHALER, 2 PUFFS

(IF THIS TYPE OF INHALER USE WITH SPACER)

IF NO OR MINIMAL EFFECT

GIVE UP TO 10 PUFFS OF RELIEVER (BLUE) INHALER

(IF THIS TYPE OF INHALER USE WITH SPACER)

If better (symptoms
resolved) inform
parents & advise
GP Appointment.

**Hillingdon Champions
of Asthma Team**

August 2017

If little or no improve-
ment:- **DIAL 999**.
Continue to give **BLUE**
(reliever) inhaler
10 PUFFS every 15
minutes until medical
help arrives or
symptoms improve.