



The Park Federation Academy Trust  
Cranford Park Academy

Asthma Policy  
2025-2027

## 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)
7	September 2025	Policy reviewed	Rewording of how to use emergency asthma packs. Change to who is the Asthma Champion, was HW now PG. List of where emergency packs are in school added. Updated asthma flowchart added.

## 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	September 2025
Date of next review	September 2027

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## 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 bring in a white school asthma card from their GP. 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 can be used more than once but the mouthpiece must be cleaned between uses, however the spacers **are single use only** due to the risk of spreading infection. The spacer should be given to the child who has used it to take home. 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.**

### 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 – Paula Gandy (Welfare Assistant)
- ✓ Named Asthma Lead – Lorna Mitchell (Deputy Principal)
- ✓ 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

## Appendix 1

### Emergency Asthma Packs & 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.

### Location of Emergency Asthma packs around school

- Vice Principal Office (Upstairs)
- Welfare room x2
- Canteen x2
- Sports Clubs bags

## Appendix 2

### Asthma attack treatment plan & procedures

