



## Asthma Policy 2019

### Larkrise Primary School

Larkrise Primary school is an inclusive community that aims to support and welcome pupils with asthma. We ensure that the whole school environment, which includes physical, social, sporting and educational activities, is inclusive and favourable to children with asthma. Larkrise Primary Schools asthma policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings. We ensure all staff understand their duty of care to children and young people in the event of an emergency. All staff feels confident in knowing what to do in an emergency. All new school staff receive asthma awareness training. Larkrise has clear guidance on the administration and storage of medicines at school. We have clear guidance about record keeping. Each member of the school and health community know their roles and responsibilities in maintaining and implementing an effective medical condition policy. The asthma policy is regularly reviewed evaluated and updated. Updates occur every year.

### Policy Guidelines

Larkrise is an inclusive community that aims to support and welcome children with asthma.

- Every Asthmatic child should have an inhaler in school at all times.
- Children with asthma are encouraged to take control of their condition
- Children feel confident in the support they receive from the school to help them do this
- Children with asthma are included in all school activities
- All staff feel confident in knowing what to do in an emergency

- The school asthma policy is understood and supported by the whole school and local health community
- All Emergency packs/Individual Health Care Plans are to be stored in named school boxes – stored in each class
- All Emergency Boxes must be taken out in the event of a Fire alarm – where possible (DO NOT re-enter the building)
- All Emergency packs must be taken on all trips – including Florence Park/Swimming/Nature Park
- When swimming daily inhalers must also be taken and be stored in a see through plastic bag and placed poolside

We ensure that the whole school environment, which includes physical, social, sporting and educational activities, is inclusive and favourable to children with asthma.

Larkrise is committed to providing children with a physical environment, which is accessible to children with asthma.

Our commitment to an accessible physical environment includes out of school visits and the school ensures these visits are accessible to all children.

We ensure the needs of children and young people with asthma are adequately considered to ensure they have full access to extended school activities such as school productions, after school clubs and residential visits.

All staff at Larkrise are aware of the potential social problems that children with asthma may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti bullying and behaviour policies.

Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of asthma amongst children and to help create a positive social environment.

Larkrise ensures all classroom teachers, TAs and sporting coaches understand that pupil's with asthma should not be forced to take part in activity if they feel unwell.

We ensure all classroom teachers and TAs are aware of the potential triggers for pupil's asthma when exercising and are aware of ways to minimise these triggers.

Larkrise ensures all children have the appropriate medicines with them during physical activity and that children take them when needed.

Risk assessments are carried out for any out of school visit and asthma is always considered during this process. Factors considered include how routine and emergency medicines will be stored and administered and where help could be obtained in an emergency.

There may be additional medicines, equipment or factors to consider when planning residential visits. These may be in addition to any medicines, facilities and healthcare plans that are normally available in school.

All staff understand asthma and are trained in what to do in an emergency

Staff at Larkrise understand their duty of care to children in the event of an emergency.

In an emergency situation school staff are required under common law duty of care, to act like any reasonably prudent parent. This may include administering medicines.

All staff who work with children at this school receive training and know what to do in an emergency for the children in their care with asthma.

Training is refreshed for all staff at least once a year.

If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows

Staff should not take children to hospital in their own car.

Larkrise has clear guidance on the administration of medicines at school

**From 1st October 2014 the Human Medicines Regulations 2014 will allow schools to keep a salbutamol inhaler for use in emergencies.**

The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The inhaler can only be used if the pupils inhaler is not available ( for example, because it is empty or broken)

Larkrise has 2 Emergency Asthma Kits these include:

- one salbutamol inhaler and two spacers, which are all clearly labelled .
- Register of Parental Consent
- School Emergency inhaler usage logbook – Staff must record usage

These are located as follows:

- Medical Room
- Linkway

**TO AVOID POSSIBLE RISK OF CROSS INFECTION THE PLASTIC SPACER IS NOT TO BE RE-USED AND MUST BE SENT HOME WITH THE CHILD (FOR FUTURE PERSONAL USE)**

**Staff Responsibilities:**

- Asthma Lead/s (Abi/Linda J/Sue Smewin/Kausar) are available to support in an emergency situation
- Inhalers are checked monthly
- Replacement inhalers are obtained before the expiry date
- Replacement spacers are re-ordered and replaced after use
- Empty/out of date Inhalers are disposed of at the local Pharmacy

**All Staff responsibilities:**

- The blue plastic inhaler 'housing' is cleaned and dried and returned to the relevant rucksack after use
- Staff must inform the Asthma Lead/s if a school emergency inhaler has been used so that a new spacer can be ordered
- School Emergency inhaler usage logbook – Staff must record usage
- STAFF MUST ALSO RECORD THE USAGE IN THE MAIN ASTHMA REGISTER LOCATED IN THE SCHOOL MEDICAL ROOM STATING THAT IT IS THE SCHOOLS EMERGENCY INHALER THAT HAS BEEN USED**

**Emergency medicines**

- All children at Larkrise with asthma have easy access to their emergency medicines

- All children are encouraged to carry and administer their own emergency medicine, when their parents and health specialists determine they are able to start taking responsibility for their condition
- Children who do not carry and administer their own emergency medicines, should know where the drugs or medicines are stored and how to gain access
- All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent. In an emergency situation, this may include taking action such as administering medicines
- If a pupil refuses their medicine, staff should record this. Parents or carers should be informed as soon as possible
- All staff attending off site visits should be aware of any children on the visit with asthma. They should receive information about what to do in an emergency and any other additional support necessary, including any additional medicines or equipment needed
- All inhalers/spacers are sent home with children at the end of the school year. Inhalers are not stored in school over the summer holidays
- It is the parent's responsibility to ensure new and in date inhalers come into school on the first day of the new academic year

### **Safe disposal**

- Parents are asked to collect out of date inhalers from school
- If parents do not pick up out of date inhalers or at the end of the school year medicines are taken to a local pharmacy for safe disposal

### **Drawing up School Asthma Health Care Plans**

Larkrise uses an adapted School Health Care Plan from "Managing Medicines in Schools and Early Years Settings" guidance to record important details about individual children's medical needs, their triggers, signs, symptoms, medicines. A school health care plan accompanied by an explanation is sent to all parents of children with asthma for completion:

- at enrolment
- when a diagnosis is first communicated to the school

The parents are asked to fill out the pupil's school Asthma Health Care Plan. Parents then return these completed forms to the school. Parents may need to liaise with their child's health care professionals to complete the form. Larkrise ensures that a relevant member of school staff is

available, if required to help complete the health care plan for children with particularly complex healthcare needs.

### **School Asthma Register**

- The school Asthma Health Care Plans are used to create a centralised register of children with asthma
- An identified member of staff has responsibility for the register at this school
- The responsible member of staff follows up any of the details on a pupil's Asthma Health Care Plan or if permission for administration of medicines is unclear or incomplete
- Parents at Larkrise are regularly reminded to update their child's Asthma details.
- Staff at Larkrise use opportunities such as teacher-parent interviews to check that information held by the school on a pupil's condition is accurate and up to date
- Health care plans are kept in a secure central location at school
- All members of staff who work with groups of children, have access to the health care plans of children in their care
- When a member of staff is new to a pupil group, the school makes sure that they are made aware of (and have access to) the health care plans of children in their care
- Larkrise ensures that all staff protect pupil confidentiality
- Larkrise seeks permission from parents to allow the health care plan to be sent ahead to emergency care staff should an emergency happen during school hours or at an out of school hours school activity

### **Larkrise uses the health care plans to:**

- Inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- Identify common or important individual pupil triggers at school that bring on symptoms and can cause emergencies
- Ensure that all medicines stored at school are within the expiry date
- Ensure this school's local emergency care facilities have a timely and accurate summary of a pupil's current asthma management and healthcare in the event of an emergency
- Remind parents of children with asthma to ensure that any medicines kept at school for their child are within their expiry dates

### **Consent to administer medicines**

- All parents of children with asthma are asked to provide consent on the health care plan giving staff permission to administer medicines in an emergency
- Parents of children with asthma at Larkrise are all asked at the start of the school year on the healthcare plan if they and/or the child's healthcare professional believe the child is able to self manage, carry and administer their own emergency medicines

### **Other record keeping**

Larkrise keeps an accurate record of each occasion an individual pupil is given or supervised taking medicines. Details of the supervising staff member, pupil, dose, date and time are recorded

If a pupil refuses to have medicines administered, this is also recorded and parents are informed as soon as possible

### **The parents at Larkrise have a responsibility to:**

- Tell the school if their child has asthma
- Ensure the school has a complete and up-to-date school healthcare plan for their child
- Inform the school about the medicines their child requires during school hours
- Inform the school of any medicines the child requires while taking part in visits, outings or field trips and other out-of-school activities such as school team sports
- Tell the school about any changes to their child's medicines, what they take and how much
- Inform the school of any changes to their child's condition
- Ensure their medicines and medical devices are labeled with their full name
- Ensure that their child's medicines are within their expiry dates
- Keep their child at home if they are not well enough to attend school
- Ensure their child has regular reviews with their doctor or specialist healthcare professional

### **All staff at Larkrise have a responsibility to:**

- Be aware of the potential triggers, signs and symptoms of asthma and know what to do in an emergency
- Understand the school's asthma policy
- Know which children have asthma and be familiar with the content of their individual health plan
- Allow all children to have immediate access to their emergency medicines
- Maintain effective communication with parents including informing them if their child has been unwell at school
- Ensure children who carry their medicines with them, have them when they go on a school trip or out of the classroom
- Be aware that long term conditions can affect a pupil's learning and provide extra help when children need it
- Be aware of children with asthma who may need extra social support
- Liaise with parents, the child's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- Use opportunities such as PSHE to raise pupil awareness about asthma
- Understand asthma and the impact it can have on children. (Children should not be forced to take part in activity if they feel unwell)
- Ensure all children with asthma are not excluded from activities they wish to take part in
- Ensure children have the appropriate medicines with them during activity or exercise and are allowed to take it when needed