



## **YSGOL CEFN MAWR**

### **Asthma Policy**

*Learning Enjoying Achieving*

#### **Introduction**

Asthma is one of the most common chronic childhood conditions. Its impact on daily life ranges from mild to severe. Childhood deaths from asthma, though thankfully rare, still happen.

Children spend over a third of their waking hours at school, so it is important that their daily health needs are acknowledged. This is endorsed by the Wales Assembly Government guidance Supporting Pupils with Medical Needs in Schools (Welsh Health Circular 97/31) and Supporting Pupils with Medical Needs: A Good Practice Guide (Welsh Office, December 1997).

#### ***Indemnity***

Staff in local authority schools who volunteer to administer medication will be provided with indemnity. Staff from foundation/aided schools should check their liability insurance status.

In emergencies, staff should act as any reasonable prudent parent would, which may include giving medication.

## **General Information**

### ***Access to Inhalers***

Delay in taking reliever inhalers (usually blue) can result in severe asthma attacks.

#### ***Do***

- Allow access to inhalers at all times including off site visits
- Sign post where inhalers are kept
- Take inhalers out with class list out of the building during fire drills or emergency evacuations
- Follow individual care plans
- Be aware the school emergency inhaler and spacer is situated in the Headteacher's office.

#### ***Don't***

- Lock inhalers in central offices

### ***Other Medication and School Trips***

As well as relievers, children may use preventer inhalers (brown, orange or purple), although use in school time would be unusual.

Preventers reduce airway swelling and are usually taken twice daily, even when the child appears well. Some children may also take long-acting relievers (green or purple). These are again taken twice daily. Any of these inhalers may be needed during residential or long day trips along with any oral medication. School letters about trips etc, should include a reminder to pack inhalers.

### **Staff Awareness in Asthma Emergencies**

- All staff need to be able to manage attacks
- 'Staff will do what a "reasonable parent" would do in the circumstances prevailing at the time'
- Triggers such as dust or cold air can cause breathing difficulty, sometimes accompanied by cough and wheeze. This is an asthma attack, when reliever inhalers are needed.
- The Asthma Files contains a list of pupils on Asthma medication.
- For mild attacks children should take their usual reliever inhaler.
- First Aid for Asthma notices are displayed alongside the inhaler sign posting
- Teachers/TAs must make supply staff aware of pupils' medical conditions/requirements

## **The School Environment**

### ***Training***

- Head teachers are responsible for assessing and arranging for training needs to be met. Ideally, all staff should have asthma management knowledge.

### ***Home/School Liaison***

- Inform parents of pupils with asthma about the school's policy
- Ask parents to complete and update asthma records
- Remember that absence of parental consent should not stop staff from acting appropriately in emergencies
- All staff should report concerns to parents and school nursing staff about:
  - frequent inhaler use
  - lack of attention in class
  - unusual tiredness

These signs may indicate potentially undiagnosed or poorly controlled asthma.

### ***Minimising Triggers***

Minimise exposure to potential triggers. Avoid:

- feathery and furry school pets
- pollen producing plants including grass
- smoking - a completely smoke free environment is mandatory in Wrexham schools.

## **Roles and Responsibilities**

### ***Headteachers***

- Be responsible for overall implementation
- Communicate, maintain and monitor policy
- Assess staff training needs and arrange for these to be met
- Nominate and support link person / people
- Ask parents to update records

### ***School Governors***

- Approve policy
- Monitor and report on effectiveness

### ***Local Authority***

- Support the policy
- Provide indemnity for staff who administer medication

### ***School Staff***

- Understand policy
- Allow immediate access to relievers
- Report concerns
- Ensure pupils have inhalers on school trips and pre-exercise

**School Asthma Link People**

- Distribute information
- Maintain emergency spacer kit
- Record asthma concerns and relay to school nursing staff
- Identify pupils newly diagnosed with asthma and send parents record to complete
- Update records annually
- Promote positive asthma messages

**School Nursing Staff**

- Liaise with and support link person, asthma practice nurses and GPs
- Get more spacers
- Offer initial training and annual updates

**Parents**

- Inform school if child has asthma, medication required and changes as they happen
- Complete and return asthma record
- Ensure inhalers are in date, and pharmacy have labelled them with child's name and dosage
- Take inhalers home at the end of the school year
- Keep child at home if he/she is too ill to attend school

This policy was reviewed by the Wellbeing safeguarding Committee on 22 May 2019.

Signed \_\_\_\_\_ Head Teacher

Signed \_\_\_\_\_ Chair of Wellbeing Safeguarding Committee

Review date: May 2020

AppendixA

Ysgol Cefn Mawr  
Ffeordd Elen Cynaston  
Cefn Mawr  
Wrexham  
LL14 3FY

Ffôn 01978 820719



Ysgol Cefn Mawr  
Elen Cynaston Lane  
Cefn Mawr  
Wrexham  
LL14 3FY

Tel. 01978 820719

E-bost/E-mail: [mailbox@cefnmawr-pri.wrexham.sch.uk](mailto:mailbox@cefnmawr-pri.wrexham.sch.uk)

Head Teacher/Prifathro: Mrs A. Green B.Ed (Hons) NPQH

If your child uses an inhaler and you feel it necessary to have one available for use in school, we must have written permission. Please complete the ~~proform~~ below and return it to the class teacher. Each inhaler should be clearly labelled with your child's name and class.

Yours sincerely

Mrs A Green  
Headteacher

Child's name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Inhaler name / colour: \_\_\_\_\_

Instructions on use and how much: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I \_\_\_\_\_ (parent/guardian) give permission for my child's class teacher / teacher assistant to give my child his / her inhaler.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



Learning  
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Manylhau



Achieving  
Llysofda

## Appendix B

### Parental agreement for school/setting to administer asthma inhaler.

The school/setting will not give your child an inhaler unless you complete and sign this form, the school has a policy that staff can administer medication.

Name of School/Setting: Ysgol Cefn Mawr

Name of child: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Class: \_\_\_\_\_

#### Inhaler

Name  
(as described on container) \_\_\_\_\_

Date dispensed: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Agreed review date to be initiated by  
[name of member of staff] \_\_\_\_\_

Dosage and method: \_\_\_\_\_

Timing: \_\_\_\_\_

Period to be  
Administered \_\_\_\_\_

Special precautions: \_\_\_\_\_

Self Administration: Yes/No (delete as appropriate)

Procedures to take in case of Emergency: \_\_\_\_\_

## Appendix C

Dates card checked by doctor or nurse

Date	Name	Job title	Signature

### What to do in an asthma attack

- 1 Make sure the child takes one to two puffs of their reliever inhaler, (usually blue) preferably through a spacer
- 2 Sit the child up and encourage them to take slow steady breaths
- 3 If no immediate improvement, make sure the child takes two puffs of reliever inhaler, (one puff at a time) every two minutes. They can take up to ten puffs
- 4 If the child does not feel better after taking their inhaler as above, or if you are worried at any time, call 999 for an ambulance. If an ambulance does not arrive within ten minutes, repeat step 3.

**Asthma UK Adviceline** Ask an asthma nurse specialist  
0800 121 62 55 [asthma.org.uk/adviceline](http://asthma.org.uk/adviceline)  
9am–5pm, Monday–Friday

Asthma UK Summit House, 70 Wilson Street, London EC2A 2DB  
T 020 7786 4900 F 020 7256 6075

[asthma.org.uk](http://asthma.org.uk)

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## School Asthma Card



### To be filled in by the parent/carer

Child's name

Date of birth

Address

Parent/carer's name

Telephone – home

Telephone – work

Telephone – mobile

Doctor/nurse's name

Doctor/nurse's telephone

This card is for your child's school. **Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes during the year.** Medicines should be clearly labelled with your child's name and kept in agreement with the school's policy.

Does your child tell you when he/she needs medicine?

Yes  No

Does your child need help taking his/her asthma medicine?

Yes  No

What are your child's triggers (things that make their asthma worse)?

Does your child need to take any medicines before exercise or play?  Yes  No

If yes, please describe below

Medicine	How much and when taken

Does your child need to take any other asthma medicines while in the school's care?  Yes  No

If yes, please describe below

Medicine	How much and when taken

### Reliever treatment when needed

For wheeze, cough, shortness of breath or sudden tightness in the chest, give or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

Medicine	Parent/carer's signature

### Expiry dates of medicines checked

Medicine	Date checked	Parent/carer's signature

What signs can indicate that your child is having an attack?

Parent/carer's signature

Date

Appendix D

Notification of administration of an inhaler

Name \_\_\_\_\_ Date \_\_\_\_\_

Dosage \_\_\_\_\_ puffs Time \_\_\_\_\_

Signature of staff member \_\_\_\_\_

Notification of administration of an inhaler

Name \_\_\_\_\_ Date \_\_\_\_\_

Dosage \_\_\_\_\_ puffs Time \_\_\_\_\_

Signature of staff member \_\_\_\_\_

Notification of administration of an inhaler

Name \_\_\_\_\_ Date \_\_\_\_\_

Dosage \_\_\_\_\_ puffs Time \_\_\_\_\_

Signature of staff member \_\_\_\_\_

Notification of administration of an inhaler

Name \_\_\_\_\_ Date \_\_\_\_\_

Dosage \_\_\_\_\_ puffs Time \_\_\_\_\_

Signature of staff member \_\_\_\_\_