



The Hurlingham Academy
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Asthma Policy

2024-2025

The Hurlingham Academy
Supporting pupils with medical needs policy



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Asthma Policy

INTRODUCTION

Asthma is the most common chronic condition affecting one in eleven children. On average there are two children with asthma in every classroom in the UK and over 25,000 emergency hospital admissions a year.

THE SCHOOL

Our school recognises that asthma is a widespread, serious but controllable condition and we welcome all pupils with asthma.

At the beginning of each school year or when a child joins the school, parents and carers will be asked if their child has any medical conditions. If a child or young person has asthma this will be documented on the asthma register.

Every asthmatic child should have a reliever inhaler and spacer in school stored with their individual school action plan. This action plan will include parental consent for staff to administer medicine.

The school will ensure they have received the child's individual action plan from the parent.

The school recognises that pupils always need immediate access to reliever inhalers including all out of school activities. These will be kept in the student services office and/or at reception.

Children with asthma are encouraged to take control of their condition and feel confident in the support they receive from school. In case of an emergency where a child is unable to self-administer their inhaler all staff should feel confident in managing this situation. All staff must understand their duty of care to children in an event of an emergency.

EXERCISE

Taking part in sports, games and activities is an essential part of school life for all pupils. The health benefits of exercise are well documented, and this is also true for children and young people with Asthma. Consequently, it is vital that pupils with asthma are encouraged to participate fully in all physical education lessons.

Teachers should remind pupils whose asthma is triggered by exercise, to take their reliever inhaler before the lesson, and to thoroughly warm up and down before and after exercise.

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

STAFF TRAINING/AWARENESS

We ensure all school staff (teachers, teaching assistants, kitchen staff, out of school club staff, cover teachers) are aware of the potential triggers and ways to minimise these signs and symptoms of a pupil's asthma and what to do in the event of an attack.

The school ensures that all staff and support staff who come into contact with pupils with asthma know what to do in an event of an attack. This includes awareness sessions for all staff delivered at least once a year. All staff understand that pupils with asthma should not be forced to take part in an activity if they feel unwell.

ADMINISTRATION

School has clear guidance on the administration of medicine in school – please see Medical Needs Policy.

The Department of Health guidance on the use of emergency salbutamol inhalers in school (DH, 2015) recommends school keep an emergency salbutamol inhaler – The inhaler should only be used for children who have a diagnosis of asthma and are prescribed a reliever inhaler. This inhaler can only be used if the pupil's own inhaler is not available to them. To avoid possible risk of cross infection the plastic spacer is NOT to be reused. School to return the inhalers to the community pharmacy for safe disposal. School to obtain a new spacer as per guidance on obtaining an inhaler and spacer.

The school are aware there may be additional medication, equipment, or factors to consider in planning residential visits.

EMERGENCY RESPONSE

If a pupil needs to be taken to Hospital a member of staff will always accompany them until a parent/carer arrives.

Children's asthma medical packs should include:

Reliever inhaler and spacer.
Individual Health Care plan.

The school's emergency medical packs are located:



Staff Responsibilities

The designated asthma staff member is responsible for:

- Supporting staff in an emergency
- Ensuring that inhalers are checked monthly to guarantee that replacement inhalers are obtained before the expiry date
- Ensuring that used or out of date inhalers are returned to the local pharmacy for disposal
- Ensuring that the asthma register is accurate and up to date

All staff responsibilities:

- The school emergency inhaler logbook should be completed if emergency inhaler has been used.
- Staff must inform designated asthma staff member if a school emergency inhaler has been used so that a new spacer can be ordered/replaced.
- If pupils require their inhaler in an emergency, then staff need to record the amount of usage and inform parents
- All staff should be aware of which children have asthma, be familiar with the content of their health care plan and have read the schools Asthma policy.
- All staff must ensure children 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 have their medicines with them when they go on a school trip or out of the classroom
- Be aware of children with asthma who may need extra support
- Liaise with parents, the child's healthcare professionals, SENCO and pastoral teams if a child is falling behind with their work because of their condition
- Ensure all children with asthma are not excluded from activities they wish to take part in
- Parents to be informed if child/young person has used their inhaler due to asthma symptoms

Safe storage

- Emergency medicines are readily available to children who require them at all times during the school day
- Most children at this school carry their emergency medicines on them at all times and keep them securely



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- Children whose health care professionals /parents advise the school that their child is not yet able or old enough to self-manage their condition, know exactly where to access their emergency medicines

References

1. Asthma UK

<https://www.asthma.org.uk/about?gclid=CJqmpbWsrM0CFYdAGwod4KQEnQ&gclid=CJqmpbWsrM0CFYdAGwod4KQEnQ>

2. Department of Health (2015), Guidance on the use of emergency salbutamol inhalers in schools

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf



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Annex 1: parental agreement for setting to administer medicine

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

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____



Annex 2: Example of Health Care Plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

If Asthma, do parents give consent for emergency medication (Salbutamol) to be given if child's medication is not available

Yes No

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to



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Annex 3: record of medicine administered to an individual child

Name of school/setting
Name of child
Date medicine provided by parent
Group/class/form
Quantity received
Name and strength of medicine
Expiry date
Quantity returned
Dose and frequency of medicine

Staff signature _____

Signature of parent _____

Date
Time given
Dose given
Name of member of staff
Staff initials

Date
Time given
Dose given
Name of member of staff
Staff initials

C: Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

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Annex 5: staff training record – administration of medicines

Name of school/setting	The Hurlingham Academy
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Annex 6: Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient