



**The Kassia Academy**

Part of **KINGS ACADEMY TRUST**

# **Asthma Policy**

The Kassia Academy

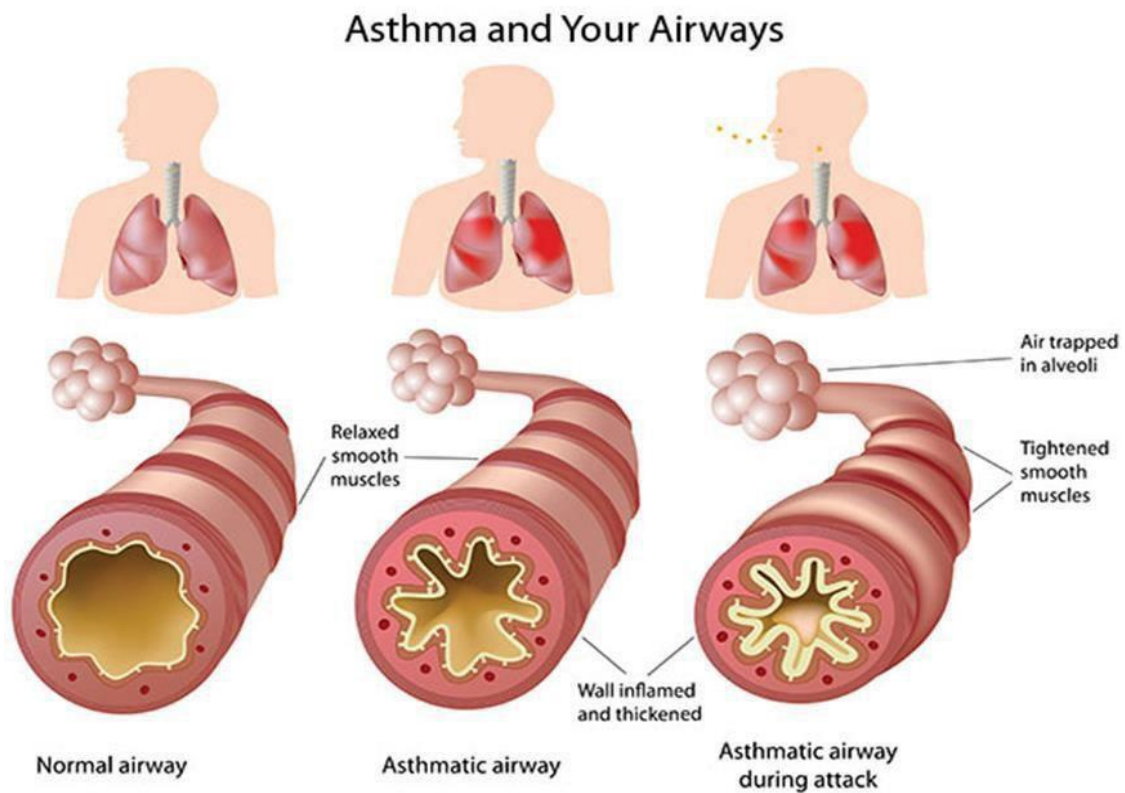
**Last reviewed on:** March 24

**Next review due by:** September 24

## Introduction

### Asthma

Asthma is a condition that affects small tubes (airways) that carry air in and out of the lungs. When a person with asthma comes into contact with something, that irritates their airways (an asthma trigger), the muscles around the walls of the airways tighten so that the airways become narrower and the lining of the airways becomes inflamed and starts to swell. Sometimes, sticky mucus or phlegm builds up, which can further narrow the airways. These reactions make it difficult to breathe, leading to symptoms of asthma (Source: Asthma UK).



The principles of our school Asthma policy:

- Ensures that learners with asthma participate fully in all aspects of school life including PE
- Recognises that immediate access to reliever inhalers is vital
- Keeps records of learners with asthma and the medication they take
- Ensures the school environment is favourable to learners with asthma
- Ensures that other learners understand asthma
- Ensures all staff who come into contact with a learner with asthma know what to do in the event of an asthma attack
- Will work in partnership with all interested parties including all school staff, parents, governors, doctors and nurses, and learner to ensure the policy is implemented and maintained successfully

1. This school recognises that asthma is an important condition affecting many school learners and positively welcomes all pupils with asthma.
2. This school encourages learners with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, their employers (the multi academy trust) and learners.

All teachers, and at least one member of support staff in each class is provided with asthma training on a regular basis.

## **Medication**

Immediate access to a reliever inhaler is vital.

Learners are encouraged to carry their inhaler as soon as their parents, carer, doctor, nurse or class teacher agree they are mature enough to manage their own medication.

Learners should always tell their class teacher or first aider when they have had occasion to use their inhaler.

All inhalers must be labelled with the child's name by the parent. School staff are not required to administer medication to learners except in an emergency however many of our staff are happy to do this.

All school staff will let learners take their own inhaler when needed.

## **Record Keeping**

When a child joins the school, parents/carers are asked to inform the school if their child is asthmatic.

All parents of learners with asthma are required to complete a School Asthma Card (Asthma UK) and return it to the school.

From this information, the school keeps its asthma register, which is displayed in the staff room.

If any changes are made to a child's medication, it is the responsibility of the parents or carer to inform the school.

The Kassia Academy does now hold an emergency inhaler and spacer as per 'Guidance on the use of Emergency Salbutamol inhalers in schools' March 2015.

This medication can only be administered to children on the Asthma Register.

Specific staff have been trained to administer the emergency inhaler and there are pictorial and written instructions around the school.

Parents of children with Asthma are sent a letter asking permission for the emergency inhaler to be used in the event that their own inhaler is not available.

## **See Appendix 1**

Parents will be informed by letter if their child has used the emergency inhaler

## **See Appendix 2**

All staff members are responsible for acquainting themselves with the triggers of a possible attack (allergies, colds, cough, cold weather) for each individual child in their care.

## **PE**

Taking part in sports is an essential part of school life. Teachers are aware of which learners have asthma from the asthma register.

Learners with asthma are encouraged to participate fully in PE. Teachers will remind children whose asthma is triggered by exercise to take their reliever inhaler before the lesson.

If a learner needs to use their inhaler during the lesson, they will be encouraged to do so. Records are kept every time a learner uses their inhaler. A member of staff will countersign the medical administration form.

### **School Trips and Outside Activities**

When a learner is away from the school classroom on a school trip, club, outside sport or PE, their inhaler should accompany them and be made available to them at all times.

### **The School Environment**

The school does all that it can to ensure the school environment is favourable to learners with asthma. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for learners with asthma. Learners are encouraged to leave the room, go, and sit in the break out area if particular fumes trigger their asthma.

### **Making the school Asthma friendly**

The Kassia Academy encourage learners and staff alike to learn more about asthma. Information can be accessed from the following website: <http://www.asthma.org.uk/>

### **When a Child is falling behind in lessons**

If a learner is missing a lot of time from school because of asthma or is tired in class because of disturbed sleep and falling behind in class, the centre lead will initially talk to the parents.

If appropriate, the teacher will then talk to the school nurse and special educational needs coordinator (SENDCO) about the situation.

The school recognises that it is possible for learners with asthma to have special educational needs because of asthma.

### **Asthma Attacks**

All staff who come into contact with children with asthma know what to do in the event of an asthma attack. The school follows the following procedure, which is clearly displayed in all classrooms.

1. Ensure that the reliever inhaler is taken immediately.
2. Stay calm and reassure the learner.
3. Help the child to breathe by ensuring tight clothing is loosened.

### **After the attack**

Minor attacks should not interrupt a learner's involvement in school. When they feel better they can return to school activities. The learner's parents/carer must be informed about the attack.

### **Emergency procedure**

If the learner does not feel better or you are worried at any time before reaching 10 puffs from the inhaler, call 999 for an ambulance.

If the ambulance has not arrived after 10 minutes, give an additional 10 puffs as detailed above.

In the event of an ambulance being called, the learner's parents or carers should always be contacted. In the event of a pupil being taken to hospital by ambulance, a member of staff should always accompany them until a parent or carer is present.

**Appendix 1**

**Consent Form  
Use of Emergency Salbutamol Inhaler**

Child showing symptoms of asthma/having asthma attack

1. I can confirm that my child has been diagnosed with asthma/has been prescribed an inhaler (delete as appropriate)
2. My child has a working, in-date inhaler, clearly labelled with their name, which is kept at school.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable,

\*I do/ \*do not consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

\*please circle as appropriate\*

Signed: ..... Date: .....

Name: (print) .....

Child's Name: .....

Parent/carers address and contact details:

.....  
.....  
.....

Telephone: .....

E-Mail: .....

**Please return to the school office as soon as possible**

**Appendix 2**

**Emergency Salbutamol Inhaler Use Form**

Child's name: .....

Date: .....

Dear ..... This letter is to formally notify you that .....  
has had problems with his/her breathing today.

This happened when .....

\*They did not have their own asthma inhaler with them, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given ... Puffs.

\*Their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given ... puffs.

Although they soon felt better, we would strongly advise that you have your child seen by your own doctor as soon as possible.

Yours sincerely

\*Delete as appropriate\*

## What to do in an Asthma Attack

### Signs of an asthma attack are:

- Coughing
- Shortness of breath
- Wheezing
- Tightness in the chest
- Being unusually quiet
- Difficulty speaking in full sentences
- Tummy ache (sometimes in younger children)

### What to Do

- Keep Calm, Reassure the child
- Encourage the child to sit down in the position they find most comfortable
- If inhaler is new or has not been used for a week or more, point the mouthpiece away from you and release one or two puffs into the air.
- Assist the child to immediately take 1 puff of their reliever inhaler (usually blue), preferably through a spacer. Please note that for each puff, the child should breathe in and out slowly for 5-6 breaths.
- Continue to assist the child to take 1 puff of their reliever inhaler every 30 to 60 seconds (up to 10 puffs) until symptoms improve.

(Reliever medicine is very safe)

If there is No Immediate Improvement or signs of a Severe Attack: (see below: Red Box). **Never leave a pupil having an asthma attack**

### Call 999 Urgently if:

- There is no improvement
- The child is too breathless / exhausted to speak
- The child's lips are blue
- The child says they are having a 'bad' attack
- The child is frightened by the attack
- You are in any doubt about the child

**Continue to give the child 1 puff of their Reliever inhaler every 30-60 seconds until the ambulance/help arrives.**

### After a Minor Asthma Attack

- Minor attacks should not interrupt the involvement of a pupil with asthma in school activities.
- When the pupil feels better they can return to school activities.
- The parents/carers must always be told if their child has had an asthma attack.

## Appendix 4

### How to use a Volumatic

1. Fit the two halves of the Volumatic together by lining up the notch on one half with the slot on the other.
2. Remove the cap from the inhaler.
3. Shake the inhaler 4 to 5 times and insert it into the back of the Volumatic.
4. Check the mouthpiece of the Volumatic inside and outside to make sure it is clean. Place the mouthpiece of the Volumatic into your mouth and seal your lips around it. Make sure the pupil's lips do not cover the side holes of the mouthpiece, as the valve will not work.
5. EITHER – Press the inhaler once and breathe in and out slowly and deeply for 5 breaths.

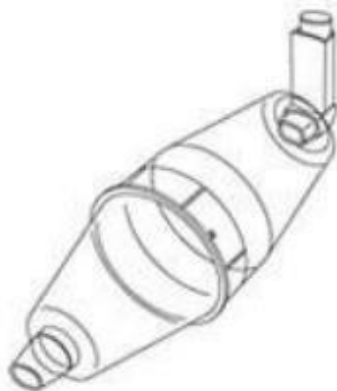
OR – Breathe out gently into the Volumatic, then press the inhaler once. Take a deep, slow breath in and hold the breath for 10 seconds. Then breathe out through the mouthpiece. Take a second deep breath in but do not press the inhaler.

You should be able to hear the mouthpiece valve 'click' or rattle as the child breathes in and out. If not, hold the spacer up at an angle and try again.

- 6) Remove the Volumatic from your mouth.
- 7) If another puff is required, wait 30 seconds, and repeat steps 3-7

**IMPORTANT: NEVER put the inhaler directly into your child's mouth, as most of the drug will be wasted. Use only one puff in the Volumatic at a time this will ensure that the correct dose is delivered.**

**To clean: Wipe the mouthpiece after each use. Once a month (as recommended by British Thoracic Society and Sign guidelines 2011) pull the Volumatic apart. Do not take the valve apart. Wash in warm soapy water, rinse, do not rub dry, and allow it to dry naturally.**





# 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 - mobile

Email

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 and spacers should be clearly labelled with your child's name and kept in agreement with the school's policy.

## Reliever treatment when needed

For shortness of breath, sudden tightness in the chest, wheeze or cough, help 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
<input type="text"/>	<input type="text"/>

If the school holds a central reliever inhaler and spacer for use in emergencies, I give permission for my child to use this.

Parent/carer's signature  Date

## Expiry dates of medicines

Medicine	Expiry	Date checked	Parent/carer's signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Parent/carer's signature  Date

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

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

Yes  No

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

Yes  No

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

Pollen  Stress

Exercise  Weather

Cold/flu  Air pollution

If other please list

Does your child need to take any other asthma medicines while in the school's care?

Yes  No

If yes please describe

Medicine	How much and when taken
<input type="text"/>	<input type="text"/>

## Dates card checked

Date	Name	Job title	Signature / Stamp
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To be completed by the GP practice

## What to do if a child is having an asthma attack

- 1 Help them sit up straight and keep calm.
- 2 Help them take one puff of their reliever inhaler (usually blue) every 30-60 seconds, up to a maximum of 10 puffs.
- 3 Call 999 for an ambulance if:
  - their symptoms get worse while they're using their inhaler - this could be a cough, breathlessness, wheeze, tight chest or sometimes a child will say they have a 'tummy ache'
  - they don't feel better after 10 puffs
  - you're worried at any time.
- 4 You can repeat step 2 if the ambulance is taking longer than 15 minutes.



Any asthma questions?

Call our friendly helpline nurses

**0300 222 5800**

(Monday-Friday, 9am-5pm)

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