THE HARLINGTON AND SUNDON ACADEMY TRUST





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Asthma Friendly Schools: A school guide for the care of children and young people with asthma.









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Introduction

Asthma is a long-term condition that affects your airways - the tubes that carry air in and out of your lungs. You could say that someone with asthma has 'sensitive' airways that are inflamed and ready to react when they come into contact with something they don't like.

Asthma tends to run in families, especially when there's also a history of allergies and/or smoking. When a person with asthma comes into contact with something that irritates their sensitive airways even more (an asthma trigger), it causes their body to react in three ways:

- 1. the muscles around the walls of the airways tighten so that the airways become narrower
- 2. the lining of the airways becomes inflamed and starts to swell
- 3. sticky mucus or phleam sometimes builds up, which can narrow the airways even more.

These reactions cause the airways to become narrower and irritated - making it difficult to breathe and leading to asthma symptoms, such as chest tightness, wheezing, or coughing.

In the UK, around 5.4 million people are currently receiving treatment for asthma. That's one in every 12 adults and **one in every 11 children**. Asthma affects more boys than girls. Asthma in adults is more common in women than men. Asthma can sometimes be defined as a type, such as 'occupational'. Approximately five per cent of people with asthma have severe asthma.

Having asthma has implications for a child's schooling and learning. Appropriate asthma care is necessary for the child's immediate safety, long-term well-being, and optimal academic performance. Whilst some older children may be fully independent with their condition younger children, children with learning difficulties or those newly diagnosed are likely to need support and assistance from school staff during the school day, to help them to manage their asthma in the absence of their parents/carers.

The 2010 Children, Schools and Families Act and the Children and Families Act 2014 introduce a legal duty on schools to look after children with medical conditions. This is inclusive of children with asthma and it is therefore essential that all school staff and those who support younger children have an awareness of this medical condition and the needs of pupils during the school day.

Purpose of this document

This policy sets out how we as two schools, support students with asthma. We work closely with students, parents/carers and health colleagues to ensure we have robust procedures in place to support asthma management.

This policy reflects the requirements of key legislation (appendix 1- Legislation) and in particular two key documents:

- 1. Supporting pupils at school with medical conditions (2014)¹
- 2. Guidance on the use of emergency salbutamol inhalers in schools (2015)²

To enable schools to effectively manage children and young people with asthma in a school setting and be an Asthma Friendly School:

- The schools should have an up to date asthma policy that is self-audited regularly.
- The schools should have two designated asthma leads.
- The schools will maintain a register of children and young people with asthma that will be shared with each school, staff and the School Nursing Service.
- Every child with asthma should have personal asthma plan (where required), from their doctor or specialist healthcare professional, which is shared with school, staff and School Nursing Service.
- There will be whole schools training around asthma, signs and symptoms and what to do in an emergency as part of medicines management training.
- Children and young people should have easy access to their inhalers and spacers. These may be kept by the child, in the classroom or in the main office as deemed appropriate by the child, parent/carer and school.

¹ Department of Health (2014) Supporting Pupils at school with medical conditions available at https://www.gov.uk/government/ publications/supporting-pupils-at-school-with-medical-conditions—3

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

Asthma Friendly School Statement

We are asthma friendly schools and have audited our school practices and procedures in line with the recommendations in this policy. This means we advocate inclusion, are clear on our procedures and have designated Asthma Leads to ensure these are adhered to.

We welcome parents/carers' and students' views on how we can continue to improve and build upon our standards.

The schools recognise that asthma is a prevalent, serious but manageable condition and we welcome all students with asthma.

We ensure all staff are aware of their duty of care to students. We have a 'whole school' approach to regular training so staff are confident in carrying out their duty of care, and students know what to do if a child with asthma feels unwell.

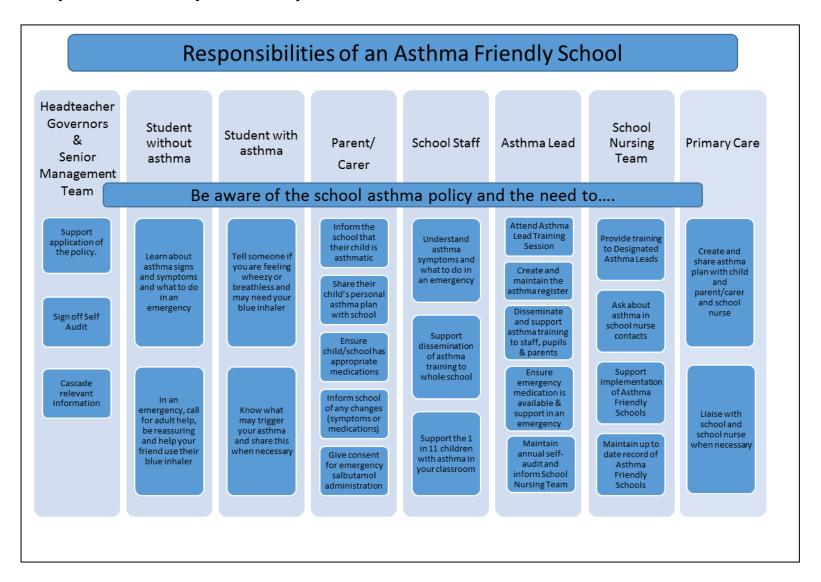
All staff are responsible for implementing this policy. The Office staff at each school are responsible for the ensuring that procedures are followed and a 'whole school' approach to training is delivered.

This policy will be reviewed annually by: The Board of Trustees

Senior Management Team, Chair of Trustees and & the Office Staff

We commit to auditing our procedures yearly and publishing our annually reviewed Asthma Policy on our school website.

Summary of Asthma Friendly School Policy



Responsibilities:

Head teachers, Trustees & Senior Leadership Team:

- Support school community to implement the policy.
- Signing off of the self-audit.
- Cascade relevant information to school staff and pupils.

Students:

Without asthma

Learn about asthma, the signs and symptoms and what to do in an emergency.

With asthma

- Tell someone if you are feeling wheezy or breathless and may need your inhaler.
- Know what things can makes your asthma worse and tell a member of staff, so they can help you avoid it.
- Attend school asthma support sessions.

Parents/Carers:

- Inform the school if their child has asthma.
- Ensure their child has an up to date personal asthma plan (where required) from their doctor or specialist healthcare professional which is shared with the school.
- Inform the school of any changes to their child's condition.
- Ensure their child has regular reviews with their doctor or specialist healthcare professional.
- Parents need to confirm in writing, where consent is not given to the school, to administer salbutamol in the case of an emergency (see Appendix 7).

Medicines

- Inform the school about the medicines their child requires during school hours.
- Provide the school with one inhaler and spacer, labelled with their full name and date of birth, in the original packaging detailing the prescription.
- Even when students carry their own inhalers and spacer it is essential parents/carers provide the school with a spare.
- It is the parent's responsibility to ensure new and in date medicines come into school on the first day of the new academic year. Ensure that their child's medicines are within their expiry dates and dispose of out of date medicines.
- Inform the school of any medicines the child requires while taking part in visits, outings, field trips and other out-of-school activities such as school sports events.

School Staff:

Knowledge

- Read and understand the school's asthma policy and attend school asthma training yearly (as part of the medicines management training, as directed by the head teacher).
- Be aware of the potential triggers, signs and symptoms of asthma and know what to do in an emergency.
- Know which students have asthma.
- Be aware that asthma can affect a student's learning and provide extra help when needed.
- Be aware of children with asthma who may need extra support.

Supporting asthma management in your school

- Allow all students to have immediate access to their emergency medicines. All students are encouraged to carry and administer their own inhaler when their parents/carers and health care provider determine they are able to start taking responsibility for their condition. Students, who do not carry and administer their own inhaler, should know where their inhalers are stored.
- Ensure students have the appropriate medicines with them during activity or exercise and are allowed to take it when needed.
- Ensure students who carry their inhalers and spacers with them, have them when they go on a school trip or out of the classroom.
- All staff attending off site visits should be aware of any students on the visit with asthma. They should be trained about what to do in an emergency.
- Ensure students with asthma are not excluded from activities they wish to take part in.
- Understand asthma and the impact it can have on students. If school identify a pattern or are concerned about an individual student they will inform parent/carer and advise medical advice should be sought.
- Get involved in the whole school training around asthma and use opportunities such as Personal Social Health Education (PSHE) to raise pupil awareness about asthma (see link for materials) www.asthma.org.uk

Communication and record keeping

- Maintain effective communication between parents/carers and the school including:
 - Informing parents/carers if their child has been unwell at school or if there is a pattern of asthma symptom.
 - Communicate any parental/staff concerns and updates to the designated Asthma Leads.
 - Liaise with parents/carers, the student's healthcare professionals, and special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition.
- If an inhaler has been used
 - Staff must record the usage in the record of emergency inhaler administered form. (see Appendix 2 Record of emergency inhaler administered to pupils).

Asthma Leads (Office Staff):

The Asthma Lead will:

- Attend the Asthma Lead training provided by the School Nursing Service, updating knowledge and skills at least every 3 years.
- Ensure there is an up to date school asthma register (see Appendix 6).
 - All children on the register have opt out consent status recorded for use of emergency salbutamol inhaler, their own inhaler and spacer and personal asthma plan shared with the school (see Appendix 7).
 - Share the asthma register with staff and the School Nursing Service.
- Parents/carers should be notified by the designated asthma lead if a student is using their inhaler an additional 3 times per week, over what is stated on their care plan.
- If a student refuses to use their inhaler or spacer the parent should be informed. (See Appendix 5 Specimen letter (refusal to use inhaler/spacer))
- Carry out an Asthma Friendly School Audit annually with the Headteacher and publish the policy on the school website (See Appendix 8 - audit checklist).
- Be confident to support in an emergency situation.
- Attend Asthma Lead training every 3 years.
- Liaise with the child, parent/carer, school and other healthcare professionals to support effective asthma management where required.

Medicines

Asthma Leads will ensure that:

- Monitor individual spacers and these are sent home termly for washing, replacement etc.
- Expiry dates of all medicines are checked monthly and impending expiry date are communicated to parent/carer.

Additional Information:

PE and activities

- Children and young people with asthma will have equal access to extended school activities school productions, after school clubs and residential visits.
- PE teachers will be sensitive to students who are struggling with PE and be aware that this may be due to uncontrolled asthma. Parents/carers should be made aware so medical help may be sought.
- Staff will have training and be aware of the potential social problems that students with asthma may experience.
- Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of asthma amongst students and to help create a positive social environment and eliminate stigma. School staff understand that pupil's with asthma should not be forced to take part in activity if they feel unwell.
- Staff are trained to recognise potential triggers for pupil's asthma when exercising and in other settings and are aware of ways to minimise exposure to these triggers.
- Physical Education (PE) teachers should make sure students have their inhalers with them during PE and take them when needed, before during or after PE.
- Risk assessments will be carried out for any out of school visit and asthma is always part of this process. Factors considered include how routine and emergency medicines will be stored and administered and where help could be obtained in an emergency. We recognize 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.
- In an emergency situation school staff will be required under common law duty of care, to act like any reasonable parent. This may include administering medicines. We have posters on display in school that reiterates the steps to take during an emergency.

School environment

- The school environment, as far as possible, is kept free of the most common allergens that may trigger an asthma attack.
- Smoking is explicitly prohibited on the school site.
- We are aware that chemicals in science, cookery and art have the potential to trigger an asthma response and will be vigilant to any student who may be at risk from these activities. We will not exclude students who are known to have specific chemical triggers but will endeavour to seek an alternative.
- Cleaning and grass cutting should, where possible, be carried out at the end of the school day. When not possible, staff will reduce exposure where possible by shutting windows and/or offering alternative places for break or lunchtimes to students where this is a trigger.
- Staff will be made aware of high air pollution, high pollen days and reduce exposure or modify student activities/medications accordingly.

Students who miss time off school due to their asthma

- As a school we monitor student absence. If a student is missing a lot of time off school due to their asthma or we identify they are constantly tired in school, staff will make contact with the parent to work out how we can support them.
- The school will liaise with the School Nurse and/or other health professional to ensure the student's asthma control is optimal.

Asthma Attacks

- Staff are trained to recognise an asthma attack and know how to respond. The procedure to be followed is clearly displayed on posters. Please also see appendix 10 for sample poster.
- If a child has an asthma attack in school a member of staff will remain with them throughout, and administer their inhaler in accordance with the emergency procedure. (No student will ever be sent to get their inhaler in this situation, the inhaler will be brought to the student).
- Emergency services and parents/carers will be informed.
- A member of staff will accompany the student to hospital until their parent/care giver arrives.

Safe Storage and Disposal

- All inhalers are supplied and stored, wherever possible, in their original containers. All medicines need to be labelled with the student's name and date of birth, the name of the medicine, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Medicines are stored in accordance with instructions paying particular note to temperature.
- All inhalers and spacers are sent home with students at the end of every term. Medicines are not stored in school over the summer holidays.

Emergency medicine

- Emergency medicines are readily available to students who require them at all times during the school day whether they are on or off site.
- Students who are self-managing are reminded to carry their inhalers and spacers with them at all times.

Disposal

- Parents/carers are responsible for collecting out of date medicines from school.
- The Office Manager is responsible for checking the dates of medicines and arranging for the disposal of those that have expired. This check is done at least 3 times a year.
- Manufacturers' guidelines usually recommend that spent inhalers are returned to the pharmacy to be recycled. Schools should be aware that to do this legally, they should register as a lower-tier waste carrier, as a spent inhaler counts as waste for disposal. Registration only takes a few minutes online, and is free, and does not usually need to be renewed in future years (https://www.gov.uk/waste-carrier-or-broker- registration).

Appendix 1 - Legislation

The Children and Families Act 2014

Section 100 of the Children and Families Act 2014 introduced a legal duty on schools to look after children with medical conditions. This is inclusive of children with diabetes. Schools must make arrangements to support pupils at school with medical conditions and have regard to the statutory guidance: Supporting pupils at school with medical conditions.

The Education Act 2002

Sections 21 and 175 detail how governing bodies of maintained schools must promote the wellbeing of pupils and take a view to the safeguarding of children at the school.

Section 3 of the Children Act 1989

This places a duty on a person with the care of a child to do all that is reasonable in the circumstances for the purposes of safeguarding and promoting the child's wellbeing. With relation to a child with asthma, this will mean knowing what to do in the event of an emergency.

Legal duties on local authorities

Local authorities have legal responsibilities to help make sure schools can meet the duties relating to children with asthma. These duties both refer to all children in the local authority and they do not depend on the kind of school the child attends.

Section 10 of the Children Act 2004

This is a particularly important piece of legislation if schools are struggling to get the support and training they need to allow them to look after a child with asthma properly.

Section 10 essentially means the local authority must make arrangements to promote cooperation between the authority and relevant partners. Relevant partners include the governing body of a maintained school, the proprietor of an academy, clinical commissioning groups and the NHS Commissioning Board.

They must make arrangements with a view to improving the wellbeing of children, including their physical and mental health, protection from harm and neglect, and education.

Section of 17 of the Children's Act

This gives local authorities a general duty to safeguard and promote the welfare of children in need in their area. If a school is looking after a child with asthma so poorly that the child is put in danger, the local authority must step in.

Legal duties on the NHS Section 3 of the NHS Act 2006

This gives Clinical Commissioning Groups (CCGs) a duty to arrange for the provision of health services to the extent the CCG considers it necessary to meet the reasonable needs of the persons for whom it's responsible. What this means is that CCGs should provide the healthcare the people in its area need, if these needs are reasonable.

This section also provides for CCGs to arrange such services as it considers appropriate to secure improvements in physical and mental health of, and in the prevention, diagnosis and treatment of illness, in the persons for whom it's responsible.

In relation to children with asthma, this means that a CCG should, within reason, make sure support and health care is in place to improve their health or at least keep them healthy. Poor management of asthma at school will obviously affect the health of a child. If a school is unable to get the support it needs to help manage a child's asthma successfully then both the local authority and the local CCG have a responsibility to the child's health and welfare.

Equality Act (2010)

The equality act says that types of discrimination are illegal, defining discrimination as when a person with a disability is treated less favourably, because of his or her disability, than a person who does not have a disability. The Equality Act 2010 defines a disability as a 'physical or mental impairment' that has 'a substantial and long- term adverse effect' on an individual's ability to carry out 'normal day-to-day activities'. A substantial adverse effect is a negative effect that is more than trivial, and the effect is long-

term if it has lasted or is expected to last for more than twelve months. Whilst only a court or tribunal can decide whether a person with diabetes is covered by the definition, in many cases diabetes is covered by the definition in the Act.

Education and early years providers have a duty to make reasonable adjustment for people with disabilities and failure to make reasonable adjustments is a form of discrimination. The Act covers all schools and providers of early years settings that are covered by the early years framework in England, including maintained (non-fee paying) and fee-paying schools.

Appendix 2 - Specimen letter (refusal to use inhaler/spacer)

(A telephone call maybe more appropriate)

To inform parent of student refusal to use inhaler or spacer

The Harlington & Sundon Academy Trust

Date
Dear
We have been advised to inform you thathas declined to use their inhaler today.
We have been advised to inform you of this in line with our asthma policy as you may wish to discuss this with your child.
Yours sincerely,

Appendix 3 - School Asthma RegisterSchool Name – <u>The Harlington & Sundon Academy Trust</u>

Name	Class	Date of birth	Expiry date	Parent/carer opted out of emergency inhaler use	Rele

Appendix 4 – Parent Asthma Letter

The Harlington & Sundon Academy Trust

Dear Parent/Guardian

We are currently reviewing our asthma policy and would kindly ask you to up-date the information regarding your child so we can ensure our school records are accurate.

As part of our work to review our asthma policy we will have an Emergency inhaler on site. This is a precautionary measure. You still need to provide your child with their own inhaler and spacer as prescribed. If you **do not** wish for us to use the schools inhaler in an emergency, please fill in the details below and return to school as soon as possible. Please note that everyone with asthma should use a spacer with their inhaler in order to deliver maximum benefit to the lungs. If your child does not have a spacer or has not had an asthma review in the past 12 months, please book an appointment with your GP as soon as possible.

Please complete the information below and return to school

Many Thanks

Yours Sincerely

1.	I can confirm that my child has been diagnosed with asthma			
2.	I can confirm my child has been prescribed an inhaler			
3.	ly child has a working, in-date inhaler, and Spacer early labelled with their name, which they will ring with them to school every day.			
4.	I will have provided the school with a spare inhaler and spacer			
5.	Please tick if you DO NOT wish the school to use the schools inhaler in an emergency			
Signe	d:			
Date:				
Print r	name:			
Child's	s name:			
Class	:			

Appendix 5 - Asthma Care Plan

My asthma triggers

List the things that make your asthma worse so you can try to avoid or treat them.

I will see my doctor or asthma nurse at least once a year (but more if I need to)

Date my asthma plan was updated:

Date of my next asthma review:

Doctor/asthma nurse contact details:

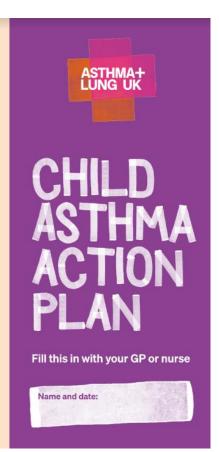
Parents and carers – get the most from your child's action plan

- Take a photo and keep it on your mobile (and your child's mobile if they have one)
- Stick a copy on your fridge door
- Share your child's action plan with their school

Learn more about what to do during an asthma attack asthma.org.uk/child-asthma-attacks

ASTHMA QUESTIONS?

Parents and carers ask our respiratory nurse specialists
Call 0300 222 5800
WhatsApp 07378 606 728
(Monday-Friday, 9am-5pm over 16 only)



inhaler (usually blue) and your spacer with you. You might need them if your asthma gets worse.

Last reviewed and updated 2021; next review 2024.

Authma and Lung UK, a chantable company limited by gearantee with company registration number 0883814, with registered chartry number 326730 in England and Woles. SC038415 is Scottand, and IT77 in the linked Mar.

Always keep your reliever

My every day asthma care

I need to take my preventer inhaler every day.

It is called:

and its colour is:

I takepuff/s of my preventer inhaler in the morning andpuff/s at night. I do this every day even if my asthma's OK

Other asthma medicines I take every day:

My reliever inhaler helps when I have symptoms.

It is called:

and its colour is:

I take ______puff/s of my reliever inhaler when I wheeze or cough, my chest hurts or it's hard to breathe.



If I need my reliever inhaler (usually blue) when I do sports or activity, I need to see my doctor or my asthma nurse.

My asthma is getting worse if...

- I wheeze, cough, my chest hurts, or it's hard to breathe or
- I need my reliever inhaler (usually blue) three or more times a week or
- I'm waking up at night because of my asthma (this is an important sign and I will book a next day appointment with my GP or nurse).

If my asthma gets worse, I will:

- Take my preventer medicines as normal
- And also take _____ puff/s of my reliever inhaler (usually blue) every four hours if needed
- See my doctor or nurse within 24 hours if I don't feel better.

URGENT!

If your reliever inhaler is not lasting four hours, you need to take emergency action now (see section 3)

Remember to use my spacer with my inhaler if I have one.

If I don't have one, I'll check with my doctor or nurse if it would help me.

Other things my doctor or nurse says I need to do if my asthma is getting worse (e.g. check my peak flow)

3 I'm having an asthma attack if...

- My reliever inhaler isn't helping or I need it more than every four hours or
- I can't talk, walk or eat easily or
- I'm finding it hard to breathe or
- I'm coughing or wheezing a lot or my chest is tight/hurts.

If I have an asthma attack I will:

- Call for help. Sit up don't lie down. Try to keep calm.
- Take one puff of my reliever inhaler (with my spacer, if I have it) every 30 to 60 seconds, up to a total of 10 puffs.
- If I don't have my reliever inhaler, or it's not helping, or if I am worried at any time, call 999 for an ambulance.
- If the ambulance has not arrived after 10 minutes and my symptoms are not improving, repeat step 2.
- If my symptoms are no better after repeating step 2, and the ambulance has still not arrived, contact 999 again immediately.



Even if I start to feel better, I don't want this to happen again, so I need to see my doctor or asthma nurse today.

Appendix 6 – Self Audit Checklist

Name of School: The Harlington & Sundon Academy Trust

Asthma Leads:
Date of Audit:
Date of Follow up:

Bedfordshire Asthma Friendly School Checklist					
Action	Details	Yes/No	Action required		
Policy School's policy should be available to view. All staff should be aware of where it is kept.	Policy reviewed by SMT and Chair of Board of Trustees Amended the Template policy to reflect internal procedures. All staff and parents are aware of the policy. Policy on School Website. Date for review. Named contact that has responsibility for review of policy. Asthma Leads are easily identified by staff members.				
2 Asthma Register	Register Should clearly state name and DOB of student and if parents/carers have opted out to administer emergency inhaler. Ensure register is updated regularly with new/newly diagnosed students. Register to be readily displayed/available to all school staff.				
3 Emergency its/Procedures	Emergency Kits (minimum of 2 in any school) conveniently located at key points throughout the school. Staff aware of where these are, have easy access to kits and know what to do in an emergency. Emergency Kit for off - site activities/evacuation of building. Emergency kits contain checklist and clear procedures on monitoring use and contents. Parents are informed promptly if emergency				
Action	Details	Yes/No	Action required		

4 Individual Health Care Plan (IHCP)	Students have a care plan prepared by GP/healthcare professional and it is easily located in school.	
Recording use of students' medications	Students have access to their inhaler. Records kept of medication usage and parents informed promptly of any	
	check that if recording takes place in more than one location i.e. classroom and office — the record is amalgamated to clearly reflect frequency of use. Ideally there should be 1	
Students who self- manage	Students should be encouraged to self- manage their condition where appropriate. Where students self-manage a spare inhaler and spacer must be kept in school.	
Storage of inhalers/spacers	Asthma medication and spacer is clearly labelled and stored in a cool location.	
	Expiry dates are checked regularly by staff and replaced when required. Inhaler is administered via a spacer.	
5 Whole School Training	Asthma training should be taken up by school staff annually, as part of medicines management training.	
	Asthma support is planned for the whole school community/pupils by the designated Asthma Leads.	

You're having an asthma attack if any of the following happens:

- Your reliever isn't helping or lasting over four hours
- ❖ Your symptoms are getting worse (cough, breathlessness, wheeze or tight chest)
 - ❖ You're too breathless or it's difficult to speak, eat or sleep
- ❖ Your breathing is getting faster and it feels like you can't get your breath in properly



If you go to A&E (Accident and Emergency) or are admitted to hospital, if possible take your <u>written asthma action plan</u> with you so staff can see details of your asthma medicines.

Useful resources: Where to find more information online

Legislation

http://www.legislation.gov.uk/ukpga/2010/26/pdfs/ukpga_20100026_en.pdf

http://www.legislation.gov.uk/ukpga/2014/6/pdfs/ukpga_20140006_en.pdf

Department for Education Guidance

Emergency asthma inhalers in schools

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhale rs in schools.pdf

https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3

Bedfordshire School Nursing Service

http://www.sept.nhs.uk/schoolnursingbeds

Asthma UK For more information and training:

https://www.asthma.org.uk/

We support children in becoming well rounded individuals where they naturally demonstrate the values of the school in all aspects of their lives.