

**ADDERLEY AND MORETON SAY CE PRIMARY FEDERATIONS
ASTHMA POLICY**



Asthma Policy

POLICY CONTROL	
Responsible Governor Committee:	Premises, Security, Health and Safety Committee
Approved by Governors:	Spring 2023
Review Date:	Spring 2026

This policy must be reviewed annually unless there are any changes in legislation or guidance in the interim, in which case the policy must be updated as and when necessary.

'Love your neighbour as yourself'

Parable of the Good Samaritan Luke 10:25-37

Our Federation policies are written with the objective of realising our vision:

As we journey together. we learn to live as good neighbours, demonstrating love, compassion, dignity and respect to all in our communities.

Through this we aspire to become global citizens, courageous advocates and people of wisdom and integrity.

We look towards the parable of the Good Samaritan as our guide.

A Federation where all **children** are **valued**, where they **feel safe**, are **happy** and **learn well**. We want our Federation to have a warm friendly atmosphere, which supports families, builds relationships and sets children up for a life of learning. We want our Christian values to guide our pupils along the right path and help them to achieve fulfilling and happy lives.

OUR FEDERATION VALUES

Adderley and Moreton Say Church of England Primary Federations values:

Respect □ **Hopefulness** □ **Kindness** □ **Courage** □ **Integrity** □ **Curiosity**

**ADDERLEY AND MORETON SAY CE PRIMARY FEDERATIONS
ASTHMA POLICY**

CONTENTS

1. ASTHMA POLICY STATEMENT
2. POLICY GUIDELINES

APPENDICES

- APPENDIX 1 Specimen letter to inform parents of salbutamol inhaler
- APPENDIX 2 Federation Asthma Individual Healthcare Plan
- APPENDIX 3 Inhaler Device Techniques
- APPENDIX 4 Parental Agreement for Federation to Administer Medicine
- APPENDIX 5 Record of medicine Administered to individual children
- APPENDIX 6 Record of Medicine Administered to all Child

1. ASTHMA POLICY STATEMENT

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- DfE (2015) 'Supporting pupils at Federation with medical conditions'
- Asthma UK (2020) 'Asthma at Federation and nursery'
- DfE (2022) 'First aid in Federations, early years and further education'

This policy operates in conjunction with the following Federation policies:

- Complaints Policy Supporting Pupils with Medical Conditions Policy
- First Aid Policy

This Federation is an inclusive community that aims to support and welcome pupils with asthma. This Federation ensures that the whole Federation environment, which includes physical, social, sporting and educational activities, is inclusive and favorable to pupils with asthma. The Federation's asthma policy is drawn up in consultation with a wide range of local key stakeholders within both the Federation and health settings. The Federation ensures 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 Federation staff receive annual asthma awareness training. This Federation has clear guidance on the administration of medicines at Federation. This Federation has clear guidance on the storage of medicines at Federation. This Federation has clear guidance about record keeping. Each member of the Federation and health community knows their roles and responsibilities in maintaining and implementing an effective medical condition policy. The asthma policy is regularly reviewed evaluated and updated.

2. POLICY GUIDELINES

This Federation is an inclusive community that aims to support and welcome pupils with asthma.

Pupils with asthma are encouraged to take control of their condition. Pupils feel confident in the support they receive from the Federation to help them do this. Pupils with asthma are included in all Federation activities. All staff feel confident in knowing what to do in an emergency. The Federation asthma policy is understood and supported by the whole Federation and local health community

This Federation ensures that the whole Federation environment, which includes physical, social, sporting and educational activities, is inclusive and favorable to pupils with asthma.

This Federation is committed to providing pupils with a physical environment, which is accessible to pupils with asthma. This Federation's commitment to an accessible physical environment includes out of Federation visits and the

Federation ensures these visits are accessible to all pupils. This Federation ensures the needs of children and young people with asthma are adequately considered to ensure they have full access to extended Federation activities such as Federation discos, Federation productions, after Federation clubs and residential visits.

All staff are aware of the potential social problems that pupils with asthma may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the Federation's anti bullying and behaviour policies. Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of asthma amongst pupils and to help create a positive social environment.

This Federation ensures all classroom teachers; PE teachers and sporting coaches understand that pupil's asthma should not be forced to take part in activity if they feel unwell. This Federation ensures all PE teachers, classroom teachers and Federation sport coaches are aware of the potential triggers for pupil's asthma when exercising and tips to minimise these triggers. This Federation ensures all pupils have the appropriate medicines with them during physical activity and that pupils take them when needed.

Risk assessments must be carried out for any out of school visit and asthma must be considered during this process. Factors to consider 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 Federation.

The Federation's asthma policy has been drawn up in consultation with a wide range of local key stakeholders both within the Federation and health settings.

This Federation has consulted on the development of this asthma policy with a wide range of key stakeholders both within the Federation and health settings. This Federation recognizes the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow up to suggestions put forward.

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

Staff at this Federation understand their duty of care to pupils in the event of an emergency. In an emergency situation Federation 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 Federation 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. This Federation uses Federation asthma healthcare plans to inform the appropriate staff (including supply teachers and support staff), of pupils in their care who may need emergency help. This Federation has procedures in place for a copy of the pupil's health care plan to be sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent or

the information on it is communicated to the hospital as soon as possible. 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 Federation tries to ensure that the staff member will be one the pupil knows. Generally, staff should not take pupils to hospital in their own car.

The Federation has clear guidance on the administration of medicines at Federation

Emergency medicines

- All pupils with asthma have easy access to their emergency medicines
- All pupils 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
- Pupils 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 Federation 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

Non-emergency medicines

- All staff are aware that there is no legal or contractual duty for any member of staff to administer medicine or supervise a pupil taking medicines unless they have been specifically contracted to do so
- Many other members of staff who are happy to take on the voluntary role of administering medicines may administer prescribed and non-prescribed medicines to pupils under the age of 16, but only with the written consent of the parent
- Training is given to all staff members who agree to administer medicines to pupils and the Local Education Authority provides full indemnity
- Should the medicine change or be discontinued, or the dose or administration method change, parents will notify the Federation immediately
- 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 pupils 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
- If a trained member of staff, who is usually responsible for carrying or administering medicine, is not available the Federation should make alternative arrangements to provide the service. This should be addressed in the risk assessment for the activity
- If a pupil misuses medicines, either their own or another pupil's, their parents will be informed as soon as possible and they will be subject to the Federation's usual disciplinary procedures

The Federation has clear guidance on the storage of medicines at Federation

Safe storage - emergency medicine

- Emergency medicines are readily available to pupils who require them at all times during the school day or at off site activities
- Most pupils at this Federation carry their emergency medicine on them at all times. Pupils keep their own emergency medicines securely
- Pupils are reminded to carry take their emergency medicines with them at all times
- Pupils, whose healthcare professionals and parents advise the Federation that their child is not yet able or old enough to self-manage and carry their own emergency medicines on them, know exactly where to access their emergency medicines

Safe storage - general

- All medicines are supplied and stored, wherever possible, in their original containers. All medicines need to be labelled with the pupil's name, 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
- Some medicines for pupils at this Federation may need to be refrigerated. All refrigerated medicines are stored in an airtight container and are clearly labelled. Refrigerators used for medicine storage are in a secure area inaccessible to pupils without supervision or lockable as appropriate
- All medicines are sent home with pupils at the end of the year. Medicines are not stored over the summer holidays
- 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

Safe disposal

- Parents are asked to collect out of date medicines
- If parents do not pick up out of date medicines or at the end of the Federation year medicines are taken to a local pharmacy for safe disposal
- A named member of staff is responsible for checking the dates of medicines and arranging for the disposal of those that have expired. This check is done at least three times a year

This Federation has clear guidance about record keeping

Enrolment forms

- Parents at this Federation are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each year
- Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

Drawing up Federation Asthma Health Care Plan

- This Federation uses an adapted Federation Health Care Plan from "Managing Medicines in Federations and Early Years Settings" guidance

to record important details about individual children's medical needs, their triggers, signs, symptoms, medicines

- A Federation health care plan accompanied by an explanation is sent to all parents of pupils with asthma for completion:
 1. at the start of the Federation year
 2. at enrollment
 3. when a diagnosis is first communicated to the Federation
- The parents are asked to fill out the pupil's Federation Asthma Health Care Plan. Parents then return these completed forms to the Federation. Parents may need to liaise with their child's health care professionals to complete the form
- This Federation ensures that a relevant member of Federation staff is available, if required to help complete the health care plan for pupils with particularly complex healthcare needs

Federation Asthma Register

- The Federation Asthma Health Care Plans are used to create a centralised register of pupils with asthma
- An identified member of staff has responsibility for the register at each school within this Federation
- 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 this Federation are regularly reminded to update their child's Asthma Health Care Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse) or their medicines and treatments change
- Staff at this Federation use opportunities, such as teacher-parent interviews, to check that information held by the Federation on a pupil's condition is accurate and up to date
- Every pupil with a health care plan at this Federation has their plan discussed and renewed at least once year
- Parents and pupils at this Federation are provided with a copy of the pupil's current agreed health care plan
- Health care plans are kept in a secure central location at Federation
- All members of staff who work with groups of pupils, have access to the health care plans of pupils in their care
- When a member of staff is new to a pupil group, for example due to staff absence, the Federation makes sure that they are made aware of (and have access to) the health care plans of pupils in their care
- The Federation ensures that all staff protect pupil confidentiality
- This Federation seeks permission from parents to allow the health care plan to be sent ahead to emergency care staff should an emergency happen during Federation hours or at an out-of-Federation-hours activity
- This Federation seeks permission from the pupil and parents before sharing any medical information with any other party, such as when a pupil takes part in a work experience placement

This Federation 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 Federation that bring on symptoms and can cause emergencies
- Ensure that all medicines stored at Federation are within the expiry date
- Ensure this Federation'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 pupils with asthma to ensure that any medicines kept at Federation for their child are within their expiry dates

Consent to administer medicines

- If a child requires regular prescribed or non-prescribed medicines at Federation parents are asked to provide consent giving staff permission to administer medicines on a regular/daily basis, if required. A separate form is available for short programmes of medicine if parents and Federation require it
- All parents of pupils with asthma are asked to provide consent on the health care plan giving staff permission to administer medicines in an emergency
- If a child requires regular/daily help in administering their medicines, then the Federation outlines the Federation's agreement to administer those medicine/s on the health care plan. The Federation and parents keep a copy of this agreement
- Parents of pupils with asthma at this Federation are all asked at the start of the Federation 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
- Parents are sent a medicines form to be completed and returned to Federation shortly before their child leaves for an overnight or extended day trip. This form requests up to date information about the pupil's current condition and their overall health. This provides up to date information to relevant staff and Federation supervisors to help the pupil manage their condition while they are away including information about medicines not normally taken during Federation hours
- The medicines form is taken by the relevant staff member to the off-site trip and for all out-of-Federation-hours activities along with a copy of the pupil's health care plan
- All parents of pupils with asthma attending a Federation trip or overnight visit are asked to give consent for staff to administer medicines at night or in the morning if required
- The medical form also details what medicines and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away

Other record keeping

- This Federation 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

Staff Training - record keeping

- This Federation's asthma lead attends training on asthma once every two years
- All staff attending receives a certificate confirming the type of training they have had
- A log of the asthma training is kept by the Federation and reviewed every 12 months to ensure all new staff receives training and support via the asthma lead.
- All Federation staff that volunteer or are contracted to administer medicines are provided with training and support from the Federation asthma lead.

Each member of the Federation and health community know their roles and responsibilities in maintaining an effective medical condition policy.

This Federation works in partnership with all interested and relevant parties including the Federation's governing body, all Federation staff, Federation nurses, parents, employers of Federation staff, healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully. The following roles and responsibilities are used for the asthma policy at this Federation. These roles are understood and communicated regularly:

The governing board has a responsibility to:

- Ensure the health and safety of staff and pupils is protected on the Federation premises and when taking part in Federation activities.
- Ensure that this policy, as written, does not discriminate against any of the protected characteristics, in line with the Equality Act 2010.
- Handle complaints regarding this policy as outlined in the Federation's Complaints Policy.
- Ensure this policy is effectively monitored and updated.
- Report any successes and failures of this policy to the headteacher, members of Federation staff, local health authorities, parents and pupils.
- Provide indemnity for teachers and other members of Federation staff who volunteer to administer medicine to pupils with asthma in need of help.

The headteacher has a responsibility to:

- Ensure this policy is effectively implemented and communicated to all members of the Federation community.
- Ensure the Federation is inclusive and welcoming and that the asthma policy is in line with local and national guidance and policy frameworks
- Arrange for all members of staff to receive training on supporting pupils with asthma. Ensure all supply teachers and new members of staff are made aware of this policy and provided with appropriate training.
- Monitor the effectiveness of this policy.

- Ensure that first aiders are appropriately trained regarding asthma, e.g. supporting pupils to take their own medication and caring for pupils who are having asthma attacks.
- Delegate the responsibility to check the expiry date of spare reliever inhalers and maintain the Federation's asthma register to a designated member of staff; in this federation that is the Asthma Leads at each Federation
- Report incidents and other relevant information to the governing board and LA as necessary.
- Ensure that information held by the Federation is accurate and up to date and that there are good information sharing systems in place using pupils' individual health plans
- Ensure pupil confidentiality

All Federation staff have a responsibility to:

- Read and understand this policy.
- Know which pupils have asthma and be familiar with the content of their individual health plan
- Know what to do in the event of an asthma attack.
- Allow pupils with asthma immediate access to their reliever inhaler.
- Inform parents if their child has had an asthma attack.
- Inform parents if their child is using their reliever inhaler more than usual.
- Ensure pupils with asthma have their medication with them on Federation trips and during activities outside of the classroom.
- Ensure pupils who are unwell due to asthma are allowed the time and resources to catch up on missed Federation work.
- Be aware that pupils with asthma may experience tiredness during the Federation day due to their night-time symptoms.
- Be aware that pupils with asthma may experience bullying due to their condition, and understand how to manage these instances of bullying.
- Make contact with parents, the Federation nurse and the SENCO if a pupil is falling behind with their Federation work because of their asthma.
- Be aware of the potential triggers, signs and symptoms of asthma and know what to do in an emergency
- Be aware that long term conditions can affect a pupil's learning and provide extra help
- 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 pupils. (Pupils should not be forced to take part in activity if they feel unwell)
- Ensure all pupils with asthma are not excluded from activities they wish to take part in
- Ensure pupils have the appropriate medicines with them during activity or exercise and are allowed to take it when needed

The Federation nurse has a responsibility to:

- Help update the Federation's asthma policy
- Help provide regular training for Federation staff in managing asthma at Federation
- Provide information about where the Federation can access training in areas that the Federation nurse has not had specialist training
- Provide support and information to the identified member of staff responsible for ensuring that parents complete the health care plans

First Aiders have a responsibility to ensure the minimum first aid provision in Federation includes:

- Suitably stocked first aid container
- Appointed person to take care of emergencies and the first aid container
- Information on emergencies
- This minimum provision must be supplemented with a risk assessment to determine any additional provision needed

Individual doctors and specialist healthcare professionals caring for children who attend this Federation, have a responsibility to:

- Help complete the Federation health plans provided by parents if appropriate
- Where possible and without compromising the best interests of the child, to try to prescribe medicines that can be taken outside of Federation hours
- Offer the parents of every child a written self-management plan to ensure parents and children know how they self-manage at Federation and at home
- Ensure the child knows how to take their medicines effectively
- Ensure children have regular reviews of their condition and the medicines they take
- Provide the Federation with information and advice if a child in their care has severe asthma symptoms (with the consent of the pupil and their parents)
- Understand and provide input to the Federation's medical condition policy

The parents at this Federation have a responsibility to:

- Tell the Federation if their child has asthma
- Ensure the Federation has a complete and up-to-date Federation healthcare plan for their child to help the Federation manage their child's condition
- Inform the Federation about the medicines their child requires during Federation hours
- Inform the Federation of any medicines the child requires while taking part in visits, outings or field trips and other out-of-Federation activities such as Federation team sports
- Tell the Federation about any changes to their child's medicines, what they take and how much
- Inform the Federation 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 Federation
- Ensure their child catches up on any Federation work they have missed
- Ensure their child has regular reviews with their doctor or specialist healthcare professional
- Ensure their child has a written self-management plan from their doctor or specialist healthcare professional to help them manage their child's condition
- Ensure their child's reliever inhaler (and spacer where relevant) is labelled with their child's name.
- Ensure that their child's reliever inhaler and spare inhaler are within their expiry dates.
- Ensure their child has regular asthma reviews with their doctors or asthma nurse (recommended every 6-12 months).

PE staff have a responsibility to:

- Understand asthma and its impact on pupils – pupils with asthma should not be forced to take part in activities if they feel unwell.
- Ensure pupils are not excluded from activities that they wish to take part in, provided their asthma is well-controlled.
- Ensure pupils have their reliever inhaler with them during physical activity and that they are allowed to use it when needed.
- Allow pupils to stop during activities if they experience symptoms of asthma.
- Allow pupils to return to activities when they feel well enough to do so and their symptoms have subsided (the Federation recommends a **five**-minute waiting period before allowing the pupil to return).
- Remind pupils with asthma whose symptoms are triggered by physical activity to use their reliever inhaler before warming up.
- Ensure pupils with asthma always perform sufficient warm-ups and cool-downs.

Pupils with asthma have a responsibility to:

- Tell their teacher or parent if they are feeling unwell due to their asthma.
- Treat the Federation's and their own asthma medicines with respect by not misusing the medicines and/or inhalers.
- Know how to gain access to their medication in an emergency.
- Know how to take their asthma medicine.

All other pupils have a responsibility to:

- Treat other pupils, with or without asthma, equally, in line with the Federation's Behaviour Policy.
- Understand that asthmatic pupils will need to use a reliever inhaler when having an asthma attack and ensure a member of staff is called immediately.

Asthma Medication

Pupils with asthma are encouraged to carry their reliever inhaler as soon as their parent and the Federation nurse agree that they are old enough and/or have sufficient capabilities and independence. If not, inhalers are given to the Federation to be looked after. Reliever inhalers kept in the Federation's charge are held in the [pupil's classroom](#) in a [designated storage area](#).

Parents will be required to label their child's inhaler with the child's full name and year group. Parents will ensure that the Federation is provided with a labelled spare reliever inhaler, in case their child's inhaler runs out, or is lost or forgotten.

Members of staff are not required to administer medicines to pupils, except in emergencies.

Staff will administer the asthma medicines in line with the Federation's Administering Medication Policy. For pupils who are old enough and/or have sufficient capabilities and independence to do so, staff members' roles in administering asthma medication will be limited to supporting pupils to take the medication on their own.

This policy is predominantly for the use of reliever inhalers. The use of preventer inhalers is very rarely required at Federation. In the instance of a preventer inhaler being necessary, staff members may need to remind pupils to bring them in or remind the pupil to take the inhaler before coming to Federation.

Emergency inhaler

The Federation keeps a supply of salbutamol inhalers for use in emergencies when a pupil's own inhaler is not available. These are kept in the Federation's emergency asthma kits.

Emergency asthma kits contain the following:

- A salbutamol metered dose inhaler
- Two plastic, compatible spacers
- Instructions on using the inhaler and spacer
- Instructions on cleaning and storing the inhaler
- Instructions for replacing inhalers and spacers
- The manufacturer's information
- A checklist, identifying inhalers by their batch number and expiry date
- A list of pupils with parental consent and/or individual healthcare plans permitting them to use the emergency inhaler
- A record of administration showing when the inhaler has been used

The Federation buys its supply of salbutamol inhalers from a local pharmacy. The emergency inhaler should only be used by pupils, for whom written parental consent has been received and who have been either diagnosed with asthma or prescribed an inhaler as reliever medication. Parental consent for the use of an emergency inhaler should form part of any pupil with asthma's individual healthcare plan.

When not in use, emergency inhalers are stored [in the Federation nurse's office](#) in the temperate conditions specified in the manufacturer's instructions, out of reach and sight of pupils, but not locked away.

Expired or used-up emergency inhalers are returned to a local pharmacy to be recycled. Spacers must not be reused in Federation, but may be given to the pupil for future home-use. Emergency inhalers may be reused, provided that they have been properly cleaned after use.

Appropriate support and training will be provided for relevant staff, e.g. first aid staff, on the use of the emergency inhaler and administering the emergency inhaler.

Whenever the emergency inhaler is used, the incident must be recorded in the corresponding record of administration and the Federation's records. The records will indicate where the attack took place, how much medication was given, and by whom. The pupil's parents will be informed of the incident in writing.

A designated staff member is responsible for overseeing the protocol for the use of the emergency inhaler, monitoring its implementation, and maintaining an asthma register.

The designated staff member who oversees the supply of salbutamol inhalers is responsible for:

- Checking that inhalers and spacers are present and in working order, with a sufficient number of doses, on a monthly basis.
- Ensuring replacement inhalers are obtained when expiry dates are approaching.
- Ensuring replacement spacers are available following use.
- Ensuring that plastic inhaler housing has been cleaned, dried and returned to storage following use, and that replacements are available where necessary.

Symptoms of an asthma attack

Members of staff will look for the following symptoms of asthma attacks in pupils:

- Persistent coughing (when at rest)
- Shortness of breath (breathing fast and with effort)
- Wheezing
- Nasal flaring
- Complaints of tightness in the chest
- Being unusually quiet
- Difficulty speaking in full sentences

Younger pupils may express feeling tightness in the chest as a 'tummy ache'.

Response to an asthma attack

In the event of an asthma attack, staff will follow the procedure outlined below:

- Keep calm and encourage pupils to do the same.
- Encourage the pupil to sit up and slightly forwards – do not hug them or lie them down.
- If necessary, call another member of staff to retrieve the emergency inhaler – do not leave the affected pupil unattended.
- If necessary, summon the assistance of a member of suitably trained first aid staff to care for the pupil and help administer an emergency inhaler.
- Ensure the pupil takes two puffs of their reliever inhaler (or the emergency inhaler) immediately, preferably through a spacer.
- Ensure tight clothing is loosened.
- Reassure the pupil.

If there is no immediate improvement, staff will continue to ensure the pupil takes 2 puffs of their reliever inhaler every two minutes, until their systems improve, but only up to a **maximum of 10 puffs**. If there is no improvement before the pupil has reached 10 puffs:

- Call 999 for an ambulance.
- If an ambulance does not arrive within 10 minutes, the pupil can administer another 10 puffs of the reliever inhaler as outlined above.

Staff will call 999 immediately if:

- The pupil is too breathless or exhausted to talk.
- The pupil is going blue.
- The pupil's lips have a blue or white tinge.
- The pupil has collapsed.
- You are in any doubt.

Emergency procedures

Staff will never leave a pupil having an asthma attack unattended. If the pupil does not have their inhaler to hand, staff will send another member of staff or pupil to retrieve their spare inhaler. In an emergency situation, members of Federation staff are required to act like a 'prudent parent', i.e. making careful and sensible parental decisions intended to maintain the child's health, safety and best interests.

As reliever medicine is very safe, staff will be made aware that the risk of pupils overdosing on reliever medicine is minor. Staff will send another pupil to get another member of staff if an ambulance needs to be called. The pupil's parent will be contacted immediately after calling an ambulance.

A member of staff should always accompany a pupil who is taken to hospital by ambulance and stay with them until their parent arrives. Generally, staff will not take pupils to hospital in their own car unless in exceptional circumstances, e.g. where a pupil is in need of professional medical attention and an ambulance cannot be procured.

In these exceptional circumstances, the following procedure will be followed:

- A staff member will call the pupil's parents as soon as is reasonably practical to inform them of what has happened, and the course of action being followed – parental consent is not required to acquire medical attention in the best interests of the child.
- The staff member will be accompanied by one other staff member, preferably a staff member with first aid training.
- Both staff members will remain at the hospital with the pupil until their parent arrives.

Record keeping

At the beginning of each year, or when a child joins the Federation, parents are asked to inform the Federation if their child has any medical conditions, including asthma, on their enrolment form.

The Federation keeps a record of all pupils with asthma, complete with medication requirements, in its asthma register. Parents will be required to inform the Federation of any changes to their child's condition or medication during the Federation year.

All emergency situations will be recorded, and staff practice evaluated, in line with the First Aid Policy.

Exercise and physical activity

Games, activities and sports are an essential part of Federation life for pupils. All teachers will know which pupils in their class have asthma and will be aware of any safety requirements.

Outside suppliers of sports clubs and activities are provided with information about pupils with asthma taking part in the activity via the Federation's asthma register.

Pupils with asthma are encouraged to participate fully in PE lessons when they are able to do so. Pupils whose asthma is triggered by exercise will be allowed ample time to thoroughly warm up and cool down before and after the session.

During sports, activities and games, each pupil's labelled inhaler will be kept in a box at the site of the activity. Classroom teachers will follow the same guidelines as above during physical activities in the classroom.

The Federation believes sport to be of great importance and utilises out-of-hours sports clubs to benefit pupils and increase the number of pupils involved in sport and exercise. Pupils with asthma are encouraged to become involved in out-of-hours sport as much as possible and will never be excluded from participation. Members of Federation staff and contracted suppliers will be aware of the needs of pupils with asthma during these activities and adhere to the guidelines outlined in this policy.

The Federation environment

The Federation does all that it can to ensure the Federation environment is favourable to pupils with asthma.

As far as possible, the Federation does not use any chemicals in art or science lessons that are potential triggers for asthma. If chemicals that are known to be asthmatic triggers are to be used, asthmatic pupils will be taken outside of the classroom and provided with support and resources to continue learning.

Monitoring and review

The effectiveness of this policy will be monitored by the headteacher. Any necessary amendments may be made **immediately**. The governing board will review this policy **every three years unless legislation or current guidance changes**.

Any changes made to this policy will be communicated to staff, pupils, parents and other relevant stakeholders.

The next scheduled review date for this policy is **Spring 2026**

**ADDERLEY AND MORETON SAY CE PRIMARY FEDERATIONS
ASTHMA POLICY**

Appendix 1. Specimen letter to inform parents of salbutamol inhaler

ASTHMA INHALER USE

CHILD'S NAME:

CLASS:

.....
.....

DATE:

Dear Parent/Carer

This letter is to notify you that your child has had problems with their breathing today at:

TIME:

LOCATION/ACTIVITY:

Please tick all that apply:

- A member of staff helped them to use their asthma inhaler.
- 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.

Yours sincerely

SIGNED:

Appendix 2 Federation Asthma Individual Healthcare Plan

Child's name			
Group/class/form			
Date of birth			
Child's address			
Medical diagnosis or condition			Spare AAI consent, if applicable
	Yes	No	N/A
Date of diagnosis (approx.)			

Family/Emergency Contact Information

Priority 1 - Name

Relationship to child

Phone no. (work)

(home)

Priority 2 - Name

Relationship to child

Phone no. (work)

(home)

Priority 3 - Name

Relationship to child

Phone no. (work)

(home)

GP - Name

Phone no.

Clinic/Hospital - Name

Phone no.

Who is responsible for providing support in Federation, including emergency care and social/emotional support

Parent/Carer

Signature:

Date:

Print Name:

Relationship to child:

Federation Representative

Signature:

Print Name:

Appendix 2 Federation Asthma Individual Healthcare Plan

Date:

Review date: (annually):

Child's name

Medical diagnosis or condition

Describe how the condition affects your child, including their typical symptoms.

If your child's condition leads to an 'attack' (e.g. asthma, allergic reaction) describe what the **triggers** are and any **control measures** that can be taken to try to avoid an attack; what a **severe attack** would look like; and, the **action** to take **if an attack occurs**.

What are your child's **daily requirements** related to their condition? Including the **name**, **dosage** and **timings** of any **medication**; details of any **specialist equipment** needed.

Arrangement for off-site educational visits.

Staff training needed.

ADVICE FOR PARENTS

Remember:

1. It is your responsibility to tell the Federation about any changes in your child's medical condition or medications

Appendix 2 Federation Asthma Individual Healthcare Plan

- 2. It is your responsibility to ensure that your child has their medication and medical equipment with them in Federation and that it is clearly labelled with their name. You should confirm this with your child's class teacher.**
- 3. It is your responsibility to ensure that your child's medication has not expired**

Appendix 3 Inhaler Device Techniques

Device	How to Use
<p data-bbox="304 271 461 300">Turbohaler</p> 	<ol data-bbox="624 271 1449 589" style="list-style-type: none"> 1. Unscrew and lift off the white cover 2. Hold the inhaler upright and turn the grip fully in one direction as far as it will go, then twist the grip back again as far as it will go. It should click 3. Breathe out gently then put the mouthpiece between your lips and breathe in as deeply as possible 4. Remove the inhaler from your mouth and hold your breath for about ten seconds, then breathe out slowly 5. To give another dose repeat steps 2 – 4
<p data-bbox="304 645 461 674">Accuhaler</p> 	<ol data-bbox="624 645 1461 963" style="list-style-type: none"> 1. Open the outer case by sliding the outer case with your thumb until it goes click 2. Hold the Accuhaler mouthpiece towards you, slide the lever away from you until it clicks 3. Breathe out as far as you can, place the mouth piece between your lips, breathe in as deeply as you can 4. Remove the inhaler from your mouth and hold your breath for about ten seconds, then breathe out slowly. 5. To give another dose repeat steps 2 – 4
<p data-bbox="304 1016 461 1046">Easyhaler</p> 	<ol data-bbox="624 1050 1473 1368" style="list-style-type: none"> 1. Open the protective cover and remove the dust cap from the mouthpiece 2. Shake the device, then hold in an upright position 3. Press the top of the inhaler once until you hear a click, place the mouth piece between your lips, breathe in as deeply as you can 4. Remove the inhaler from your mouth and hold your breath for about ten seconds, then breathe out slowly 5. To give another dose repeat steps 2 – 4
<p data-bbox="296 1424 469 1453">Easibreathe</p> 	<ol data-bbox="624 1447 1461 1805" style="list-style-type: none"> 1. Shake the inhaler 2. Open the cap 3. Breathe out as deeply as you can 4. Place the mouthpiece between your lips; breathe in as deeply as you can. As you breathe in the inhaler will automatically release a dose of medication 5. Remove the inhaler from your mouth and hold your breath for about ten seconds, then breathe out slowly 6. Close the cap 7. To give another dose repeat steps 1 – 6

Appendix 4: Parental Agreement for the Federation to Administer Medicine



PARENTAL AGREEMENT FOR THE FEDERATION TO ADMINISTER MEDICINE

The Federation will not give your child medicine unless you complete and sign this form.

Administration of medication form

Date for review to be initiated by:	
Name of child:	
Date of birth:	
Group/class/form:	
Medical condition or illness:	

Medicine

Name/type of medicine <i>(as described on the container):</i>	
Expiry date:	
Dosage and method:	
Timing:	
Special precautions/other instructions:	
Any side effects that the Federation 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



PARENTAL AGREEMENT FOR THE FEDERATION TO ADMINISTER MEDICINE

The Federation will not give your child medicine unless you complete and sign this form.

Contact details

Name:

--

Daytime telephone number:

--

Relationship to child:

--

Address:

--

I understand that I must deliver the medicine personally to:

the Federation Office

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

Signature(s) _____

Date _____

Appendix 5: Record of Medicine Administered to Individual Children



RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD

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: _____

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:			

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:

Date:

Time given:

Dose given:

Name of member of staff:

Staff initials:

Date:

Time given:

Dose given:

Name of member of staff:

Staff initials:

