



Asthma guidance

Date: November 2018

Review: November 2021

(or sooner if a change in legislation necessitates a review)

- Staff will be made aware of all students who have asthma and/or carry a Salbutamol (Ventolin) inhaler for occasional use via:
 - The Asthma Register
 - SIMS
 - The Confidential Medical Information document
 - Newly diagnosed students will have their health information circulated via Staff Bulletin and the Monthly Health Update
- It is highly recommended to parents that students carry an inhaler with them at all times.
- Students will be allowed to self-administer their Ventolin inhaler in school whenever required. If a student's asthma symptoms do not resolve quickly following the students usual number of Ventolin puffs they will be taken to the Medical Room or the School Nurse will be called for further assessment and treatment.
- Treatment of an asthma attack will follow the guidance provided by Department of Health, March 2015.
- It is highly recommended to parents that a 'back-up' Ventolin inhaler is provided for each student and stored in the Medical Room. Students' inhalers will not be locked away but stored on an easily accessible open shelf in alphabetical order.
- A spreadsheet of Student 'back up' inhalers stored in the Medical Room and their expiry dates will be maintained by the School Nurse. Replacement requests will be sent out to parents/guardians prior to expiry.
- Parents/guardians will be asked to complete a School Asthma Card which provides details of signs of and triggers for an asthma attack. This needs to be signed by the treating Doctor or Asthma Nurse at the child's asthma review; if the review is some time away then a photocopy can be provided until the original is signed.
 - Information provided on the School Asthma Card will be documented in the Asthma Register.
- All reasonable attempts will be made to accommodate a student's known triggers for asthma.

Trips

- Students will be regularly reminded to bring their Ventolin inhaler on any school trips.
- The Contact and Health Information Sheet for each trip will identify those students who have asthma or carry an inhaler for occasional use.
- If any there are any asthma sufferers going on a school trip, then an Emergency Asthma kit will be taken. Each individual asthma kit will be signed out by the Trip Leader.

Emergency Asthma Kit

- Ventolin inhalers will be obtained from a local Pharmacy, using a letter of request written by the Head teacher.
- The parents/guardians of all students who have a diagnosis of asthma or have been prescribed a Ventolin inhaler will be asked to give written consent for the

administration of the school's emergency Ventolin inhaler if their own is not available.

- Consent will be documented on the Asthma Register and on SIMS.
- The emergency inhaler is for use by students with written parental consent or as directed by Emergency Services.
- A copy of the Asthma Register will be kept with each Asthma Kit and must be checked for consent prior to administration of the emergency inhaler.
- One Asthma kit will be stored in the Medical Room, one in Reception, one in the Science Prep Room and one in the PE office, all will be stored somewhere easily accessible.
- The two minibuses will each carry an Asthma Kit alongside the First Aid Kit.
- Six additional Asthma Kits will be stored in the Medical Room for Trips.
- All Asthma kits will be individually numbered
- Asthma kit contents:
 - Ventolin inhaler with Patient information sheet
 - Spacer with instructions for use
 - "What to do in the event of an asthma attack" Dept of Health Guidance, Sept 2014.
 - Asthma Register
- The contents of each Emergency Asthma kit will be inspected regularly by the school nurse or school nurse assistant. Any missing/unusable items and expiring inhalers will be replaced.
- If the emergency inhaler is used:
 - The student's parent/guardian will be informed and advised to seek Medical attention if they are concerned
 - A record of the incident will be documented in the Nurse's Daily Report
 - The used spacer will be disposed of or given to the student and then replaced.
 - The plastic inhaler housing will be washed in warm running water and air dried before being returned to the kit.

Training

- All staff will be given annual awareness training on asthma
- All First Aiders will be given additional training

Approved by Audit and Finance Governors

Signed Date