



Broadway Academy Trust Policies

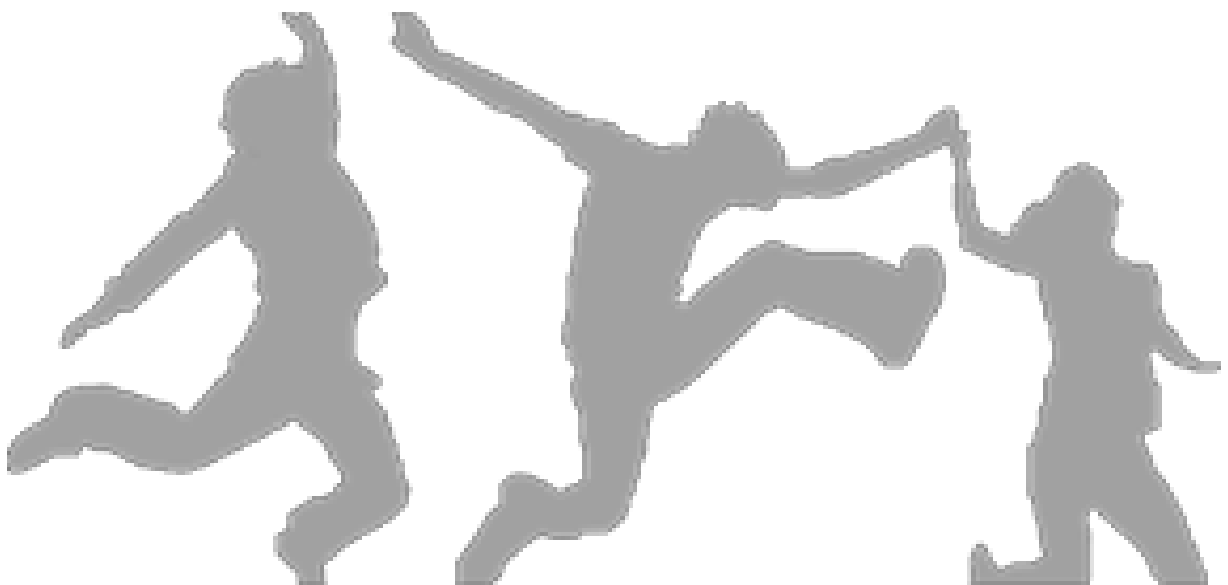
Our Children. Our Community. Believe it can be done!

Asthma Policy

Approved by: Deep Experience/Support Committee

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1. Policy Statement

- 1.1 This policy has been based on guidance from Asthma UK and the Department for Education. Broadway Academy recognises the needs of students with asthma and will work collaboratively with parents/carers and students to support the needs of asthmatic students. Therefore, all staff who have contact with students with asthma receive training from respiratory specialist nurses. Updates for this training is offered at regular intervals, and it is compulsory that all staff attend. This training will take place at least every two years and may be more often if there are students within the Academy who have significant asthma symptoms.
- 1.2 Academy staff are not required to administer asthma medication to students except in an emergency. However, staff should be willing to assist with administering the inhaler in the absence of the Academy's Lead First Aider or Volunteer First Aiders. Academy staff who administer asthma medication are insured by relevant authorities when acting in agreement with this policy.
- 1.3 All Academy staff will allow students immediate access to their own asthma medication when they need it.

2. What is Asthma?

- 2.1 Asthma is a condition that affects the airways. The airways are the small tubes that carry air in and out of the lungs. Children and young people with asthma have airways that are often red and sensitive (inflamed). When they come into contact with an asthma trigger, the airways become narrower, making it more difficult to breathe. Not every child's trigger is the same, but common triggers are cigarette smoke, colds, viral infections, house-dust mites, pollen, furry or feathery animals, exercise, pollution, chemical fumes, cold air, excitement and stress. These symptoms include cough, wheeze, chest tightness and breathlessness. Symptoms are usually easily reversible by use of a reliever inhaler, but all staff must be aware that sufferers may experience an acute episode that will require rapid medical or hospital treatment.
- 2.2 As an Academy, we recognise that asthma is a widespread, serious, but controllable condition. The Academy welcomes students with asthma and aims to support these students in participating fully in Academy life. We endeavour to do this by ensuring :
 - a record of asthma is made on all relevant students' Arbor profile
 - an up-to-date asthma policy
 - an asthma lead (the Academy First Aider)
 - all students carry their reliever inhaler with them at all times as soon as doctors, parents, staff and the student feel that they are responsible enough to do so. An emergency inhaler is stored in school in the medical room and in the medic crash bay, and there is one kept at the Outdoor Education site.
 - students with frequent attacks to have an up-to-date asthma care plan
 - a supply of emergency salbutamol inhalers available in the medical room
 - all staff receive annual asthma training
 - all students with asthma have an awareness of their condition as well as parents, staff and other students.

3. On Admission to Broadway Academy

- 3.1 All parents/carers are required to complete a medical questionnaire giving full details of their child's medical condition on entry to Broadway Academy. For students who have a diagnosis of asthma their parents will be asked to complete a form that gives a detail of their child's asthma, regular medication, emergency contact numbers, family GP and any relevant hospital details (See Appendix 1).
- 3.2 Every student with an asthma diagnosis must have a reliever inhaler (blue) kept in the Academy medical room and a spacer device if this is normally used.

4. Asthma Register

- 4.1 We keep a record of all students with asthma in Arbor, which is updated at least annually or when we receive new information from parents. Updated information is taken from annual medical questionnaires, parental updates on the Arbor App, and by requesting information via the Broadway newsletter and the Academy website asking parents/carers if their child is diagnosed as asthmatic or has been prescribed a reliever inhaler.
- 4.2 When parents/carers have confirmed that their child is asthmatic or has been prescribed a reliever inhaler we ensure that the student has been added to the asthma record/register in Arbor and has:
- an up-to-date copy of their personal asthma care plan where relevant
 - their reliever (salbutamol/terbutaline) inhaler with them in the Academy
 - permission from the parents/carers to use the emergency salbutamol inhaler if they require it and their own inhaler is broken, out of date, empty or has been lost
- An emergency inhaler is kept in the medical room in Academy if the student's own is broken, out of date, empty or has been lost.
- 4.3 An asthma individual care plan is provided by the NHS for students with frequent asthma attacks. If we are notified by parents that a student has asthma, and we do not have a copy of the care plan, we will send the parent a digital NHS consent form, so that one can be completed.

5. Storage and Disposal of Medication

- All inhaler devices need to be clearly labelled with the student's name.
- All students are encouraged to become self-managing by carrying their own salbutamol inhalers and/or Reliever inhalers (blue) and using it when needed.
- The inhaler/s should be easily accessible to the student, and it is recommended that it is carried in the inside blazer pocket or inside the school bag.
- If there are concerns about the student's technique with taking their inhaler they should be referred to the Lead Academy First aider.
- Most students will not need to use their reliever inhaler (blue) on a daily basis. If the student has experienced symptoms and has needed to use their inhaler, parent/carers will always be informed.
- Parents/carers will always be informed if their child has an asthma attack.

- If students leave the premises for any activity they must have their reliever (blue) inhaler with them.
- Parents/carers need to check all reliever inhalers/spacer devices regularly, confirming that the inhalers are in date and full of medication (we recommend once a term minimum).
- Inhalers should not be stored where there is excessive heat or cold.

6. Exercise and Activity

- 6.1 The health benefits of exercise are well documented, and this is also true for children and young people with asthma. Therefore, taking part in sports, games and activities is an essential part of Academy life for all students.
- 6.2 All teaching staff, particularly PE staff, will know which students in their class have asthma from the Academy's asthma register. Students with asthma are encouraged to participate fully in all activities. PE teachers will remind students whose asthma is triggered by exercise to take their reliever inhaler before the lesson, and to thoroughly warm up and down before and after the lesson. It is agreed with PE staff that students will carry their inhaler with them during the lesson as well as having an inhaler stored in the medical room. If a student needs to use their inhaler during a lesson, they will be encouraged to do so.
- 6.3 The PE Department have been issued with an Asthma first aid kit.
- 6.4 The same rules apply for out of hours sport as during Academy hours PE.

7. When asthma is affecting a student's education

- 7.1 The Academy is aware that the aim of asthma medication is to allow people with asthma to live a normal life. Therefore, if the Academy recognises that asthma is impacting on the life of a student, and they are unable to take part in activities, become tired during the day, or fall behind in lessons there will be a discussion with parents/carers, the Lead Academy First Aider and the SENCO.
- 7.2 During this meeting, the care plan will be reviewed, if there is one, and reasonable adjustments will be considered. Parents will also be advised to make an appointment with their asthma nurse/doctor for an asthma review, to review inhaler technique, a medication review or an updated Personal Asthma Care Plan (Appendix 2) to improve their symptoms.
The Academy recognises that students with asthma could be classed as having a disability due to their asthma as defined by the Equality Act 2010 and therefore may have additional needs because of their asthma.

8. How to recognise an asthma attack

- 8.1 We prepare staff to deal with asthma attacks should they occur through annual training; as part of this training, staff are taught how to recognise an asthma attack and how to manage an asthma attack. In addition, guidance is displayed in departmental work rooms.

8.2 The Department of Health guidance on the use of emergency salbutamol inhalers in schools (March 2015) states the signs of an asthma attack are:

- persistent cough (when at rest)
- a wheezing sound coming from the chest (when at rest)
- difficulty breathing (the student could be breathing fast and with effort, using all accessory muscles in the upper body)
- nasal flaring and increased heart rate
- unable to talk or complete sentences. Some students will go very quiet.
- may try to tell you that their chest 'feels tight' (younger students may express this as tummy ache)

9. How to respond and manage an asthma attack

9.1 If the student is showing the symptoms listed above, it is important that all staff know how to manage the student experiencing the asthma attack. They should follow the guidance below for responding to the asthma attack:

- Keep calm and reassure the child
- Encourage the child to sit up and slightly forward
- Use the child's own inhaler – if not available, use the emergency inhaler
- Remain with the child while the inhaler and spacer are brought to them
- *Shake the inhaler and remove the cap
- *Place the mouthpiece between the lips, or place the mask securely over the nose and mouth
- *Immediately help the child to take two puffs of salbutamol via the spacer, one at a time.(1 puff to 5 breaths)
- If there is no improvement, repeat these steps* up to a maximum of 10 puffs
- Stay calm and reassure the child. Stay with the child until they feel better. The child can return to Academy activities when they feel better.
- If you have had to treat a student for an asthma attack in Academy, it is important that the parents/carers are informed and advised that they should make an appointment with the GP
- If the student has had to use 6 puffs or more in 4 hours the parents should be made aware, and they should be seen by their doctor/nurse.
- If the student does not feel better or you are worried at ANYTIME before you have reached 10 puffs, **call 999 FOR AN AMBULANCE** and call for parents/carers.
- If an ambulance does not arrive in 10 minutes give another 10 puffs in the same way
- Parents will be contacted to meet the ambulance at the Academy to accompany their child, however if this is not possible a member of staff will accompany the student to hospital by an ambulance and stay with them until a parent or carer arrives

CALL AN AMBULANCE IMMEDIATELY AND COMMENCE THE ASTHMA ATTACK PROCEDURE WITHOUT DELAY IF THE student:

- Appears exhausted
- Has a blue/white tinge around lips
- Is going blue
- Has collapsed

10. Using emergency salbutamol inhalers at the Academy

10.1 Under the Human Medicines (Amendment No 2) Regulations 2014, the Academy is allowed to keep a salbutamol inhaler for use in emergencies.

***The emergency salbutamol inhaler should only be used by students, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication*.**

The Emergency inhaler can be used if the student's prescribed inhaler is not available (e.g. it is broken or empty).

10.2 Arrangements for the supply, storage, care and disposal of the emergency inhaler:

- The Academy will purchase inhalers and appropriately sized spacers from a pharmaceutical supplier on an occasional basis via a request signed by the Headteacher/CEO
- The emergency kit will include a salbutamol inhaler, two single use plastic spacers that are compatible with the inhaler, instructions on using and cleaning and storing the inhalers and spacers, a note of the arrangements for replacing the inhaler and spacers, a list of students permitted to use the emergency inhaler, a record of administration.
- A green wrist band is now put on a student who been treated by the lead first aider.
- Broadway Academy's Lead First Aider will be responsible for maintaining the kit, making sure the equipment is present and in good working order, replacement inhalers are obtained when expiry dates are reached and replacement spacers are provided.
- Inhalers and spacers need to be stored in a safe, central location known to all staff.
- The plastic **spacer should not be re-used**. It must be given to the student to take home for future personal use. The student's parent will be asked to replace this spacer for Academy.
- The inhaler can be reused provided it is cleaned after use. However, if there is any risk of contamination with blood, it is the Academy's policy to dispose of the inhaler.

10.3 The Academy maintains an asthma record and register in Arbor which is easy for staff to access and allows a quick check on whether a student is recorded as having asthma and whether consent has been gained from parents for the inhaler to be administered. With parental consent, the register contains a photograph of each child.

10.4 The Academy will ensure that the emergency inhaler is only used by students with asthma who have had written parental consent for its use
The Academy will seek written consent (care plan) from parents of children on the asthma register to use the emergency inhaler when necessary.

- 10.5 The Academy will provide appropriate support and training for staff in the use of the emergency inhaler in line with the Academy's wider policy on supporting students with medical conditions. All staff in the Academy will receive annual asthma awareness updates. This will support all staff to recognise and know how to manage a student having an asthma attack, when and how to call an ambulance and what to do whilst waiting for the ambulance to arrive.
- 10.6 The Academy will record each time the emergency inhaler is used including where and when the attack took place, how much medication was given and by whom. When a student has an asthma attack, the First Aider should be called, and they will usually administer the emergency inhaler. The First Aider, or member of staff who administered the medication, should notify the child's parent that the emergency inhaler has been administered.

11. Responsibilities

The Academy will ensure that staff are:

- trained to recognise the symptoms of an asthma attack
- aware of the asthma policy
- aware of how to check if a child is on the asthma register
- aware of how to access the inhalers
- aware of the designated members of staff who have wider responsibilities for administering medication and supporting children with medical conditions and how to access their help if needed.

The governing board ensures that when Academy staff are supporting students with medical conditions there are appropriate levels of insurance cover in place, including liability cover for staff relating to the administration of medication.

12. References and links to other policies

- Asthma UK website <https://www.asthma.org.uk/>
- [BTS/NICE/SIGN asthma guideline](#)
- Department of Health (2015) [Guidance on the use of emergency salbutamol inhaler in schools](#)
- Equality Act 2010
- [Supporting students with medical needs policy](#)
- [Children who cannot attend the academy due to medical needs policy](#)
- [Attendance and punctuality policy](#)

Broadway Academy Student Medical Questionnaire

Pupil Name		Date of Birth
Preferred Name	House	Form
Address		
Name of Doctor		Telephone No. of Doctor
Address of Doctor		
Name of emergency contact 1		Telephone number
Name of emergency contact 2		Telephone number
Does your child suffer from any allergies that require medication such as tablets or an EpiPen? Yes/No If Yes, please give details of medication used		
Has your child ever had any serious illnesses or major operations? Yes/No If Yes, please give details.		
Is your child currently attending medical appointments for an illness that is being investigated? Yes/No If Yes, please give details.		

Please indicate whether your child has any of the health conditions listed below and if they need to keep medication in school. **Please also sign to consent to your child receiving First Aid in school if required.**

Medical condition		If Yes please give details	Does your child require medication in school?
Asthma *	Yes/No		
Diagnosed Allergy **	Yes/No		
ADHD	Yes/No		

Autism/ ASD	Yes/No		
Visual impairment glasses/ contact lenses/ medical assistance	Yes/No		
Hearing impairment grommets/hearing aids	Yes/No		
Hay fever	Yes/No		
Heart condition	Yes/No		
Kidney condition	Yes/No		
Social, Emotional and Mental Health	Yes/No		
Eczema or other skin condition	Yes/No		
Any other medical conditions	Yes/No		

In the case of an emergency, I authorise the staff at Broadway Academy to administer appropriate first-aid.

YES / NO

*In the case of asthma, I authorise the staff at Broadway Academy to administer an inhaler, including the school's emergency inhaler if the student's own is not available or not working.

YES / NO

**In the case of allergy, I authorise the staff at Broadway Academy to administer an EpiPen.

YES / NO

Parent/Guardian's Signature:	
Parent/Guardian's Name:	
Relationship to Pupil:	Date:

*The information that you provide to us on the attached form will be processed in accordance with the requirements of the General Data Protection Regulations. For further details of how we use the information provided, please refer to our privacy notice located on the Academy website [Privacy Notice - How we use pupil information](#)

Asthma Action Plan

Date:

Name:..... Form Date of birth:..... Allergies:..... Emergency contact: 1:..... Emergency contact number 2.....	Affix photo here
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My asthma triggers are...	How I know I may be having an asthma attack
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The name of my reliever medicine and device is... I carry an inhaler with me YES NO	I use a spacer device (please circle) YES NO I need help to use my inhaler (please circle) YES NO
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To support me when having an asthma attack, can you please 1 2 3 4
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I need to take my reliever medicine before exercise (please circle) YES NO If YES , Warm up properly and take 2 puffs (1 at a time) of the reliever inhaler 15 minutes before any exercise unless otherwise indicated below:

I give my consent for Academy staff to administer/assist my child with their own reliever inhaler as required. Their inhaler is clearly labelled and in date. YES NO I give my consent for staff at Broadway Academy to administer an inhaler, including the school's emergency inhaler if my child's own is not available or not working. YES NO Signed..... Date..... Print Name..... Relationship to child.....
