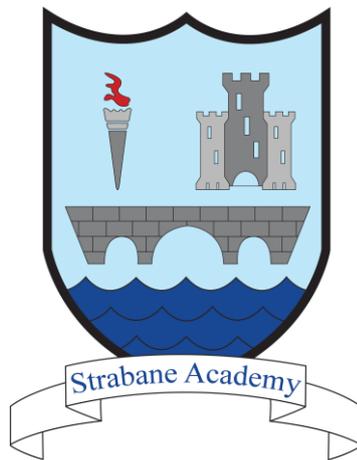


STRABANE ACADEMY

ASTHMA POLICY



Date ratified by Board of Governors

2nd October 2017

Rationale

This policy has been drawn up based on the guidance from the Department of Education *Supporting Pupils with Medication Needs* and the Human Medicines (Amendment) (No. 2) Regulations 2014 which allows primary and secondary schools in the UK to keep a salbutamol inhaler for use in emergencies.

Roles and Responsibilities

Parents/Carers

- Parents are responsible for informing the school if their child is asthmatic and requires the use of an inhaler.
- Parents are responsible for ensuring that their child brings their reliever to school every day.
- It is recommended all parents /carers should also provide a spare inhaler to the school.
- As Strabane Academy has chosen to keep an emergency inhaler all parents / carers must complete the parental consent form for use of the emergency inhaler (see Appendix 1).

School

- The school will keep an asthma register. A copy of this will be kept with the emergency inhaler.
- The school will seek written consent from parents of children on the register for them to use the salbutamol inhaler in an emergency.
- Consent will be updated annually to take account of changes to a child's condition.
- The school will ensure that the emergency inhaler is only used by children with asthma with written parental consent for its use.
- There will be appropriate support and training for staff in the use of the emergency inhaler in line with the schools wider policy on supporting pupils with medication needs.
- The school will keep a record of use of the emergency inhaler and informing parents or carers that their child has used the emergency inhaler.
- The school has arrangements in place for the supply, storage, care and disposal of the emergency inhaler and spacers. This is in line with the 'Supporting pupils with medical needs policy.'

Supply

- The school will keep an emergency asthma inhaler kit on each site. These will be kept in each school office, not be locked away. All staff and pupils will be informed of this. Spare kits will also be available to be taken on school trips, matches etc. Each kit will include:
 - a salbutamol metered dose inhaler;
 - at least two single-use plastic spacers compatible with the inhaler;
 - instructions on using the inhaler and spacer/plastic chamber;
 - manufacturer's information;
 - a checklist of inhalers, identified by their batch number and expiry date, with monthly checks recorded;
 - a note of the arrangements for replacing the inhaler and spacers (see below);
 - a list of children permitted to use the emergency inhaler as detailed in their individual medication plans;
 - a record of administration (i.e. when the inhaler has been used).

Storage and Care of the inhaler

- The office staff are responsible for maintaining the emergency inhaler kit. This will be checked on a monthly basis to ensure that:
 - the inhaler and spacers are present and in working order;
 - the inhaler has sufficient number of doses available;
 - replacement inhalers are obtained when expiry dates approach and
 - replacement inhalers and spacers are available following use.
- The emergency inhaler and spacers will be kept separate from a child's own inhaler (which they should carry with them) and their spare inhaler.
- The emergency inhaler should also be clearly labelled to avoid confusion with a child's inhaler.
- An inhaler should be primed when first used (e.g. spray two puffs).
- To avoid possible risk of cross-infection, the plastic spacer and inhaler should not be re-used.
- Spent inhalers will be returned to the pharmacy to be recycled

Disposal

- Spent inhalers will be returned to the pharmacy to be recycled.

Children who can use an inhaler

- The school will ensure that the emergency salbutamol inhaler will only be used by children for whom written parental consent for use of the emergency inhaler has been given and:
 - who have been diagnosed with asthma, and prescribed a reliever inhaler;

- OR who have been prescribed a reliever inhaler;

NB: A child may be prescribed an inhaler for their asthma which contains an alternative reliever medication to salbutamol (such as terbutaline). The salbutamol inhaler should still be used by these children if their own inhaler is not accessible – it will still help to relieve their asthma and could save their life.

Recording use of the inhaler and informing parents/carers

- Use of the emergency inhaler will be recorded. This will include where and when the attack took place (e.g. PE lesson, playground, classroom), how much medication was given, and by whom.
- Written records to be kept of medicines administered to children (Refer to Administration of Medicines policy).
- The child's parents will be informed in writing so that this information can also be passed onto the child's GP. (See Appendix 2).

Staff and Training

- Staff who volunteer to help administer an emergency inhaler have been trained to do this, and are identified as someone to whom all members of staff may have recourse in an emergency.
- The school will ensure staff have appropriate training and support, relevant to their level of responsibility.
- Following guidance from *Supporting Pupils with Medication Needs* all staff, particularly PE teachers, will have training or be provided with information about asthma once a year.
- **ALL** staff are:
 - trained to recognise the symptoms of an asthma attack, and ideally, how to distinguish them from other conditions with similar symptoms;
 - aware of the asthma policy;
 - aware of how to check if a child is on the register;
 - aware of how to access the inhaler;
 - aware of who the designated members of staff are, and the policy on how to access their help.
- Designated members of staff are trained in:
 - recognising asthma attacks (and distinguishing them from other conditions with similar symptoms)
 - responding appropriately to a request for help from another member of staff;
 - recognising when emergency action is necessary;
 - administering salbutamol inhalers through a spacer;
 - making appropriate records of asthma attacks.



CONSENT FORM: USE OF EMERGENCY SALBUTAMOL INHALER

Strabane Academy

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day and the school also holds a spare inhaler prescribed for my child.
3. In the event of my child displaying symptoms of asthma, and if their inhaler and spare inhaler are not available or are unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Pupil's name (print): _____

Class: _____

Signed: _____ Date: _____

Parent's name, address and contact details:

Telephone: _____

E-mail: _____

Child's name:

Class:

Date:

Dear

This letter is to formally notify you that..... has had problems with his / her breathing today at o'clock. This happened when (description of what student was doing at the time and where he/she was).

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

The inhaler used was (please tick box that applies)

- Pupil's own prescribed inhaler
- Pupil's own prescribed spare inhaler
- School's emergency inhaler
- Number of puffs given.....

Additional information (if emergency inhaler was used please give reason why the pupil's own or spare inhaler was not accessible).

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

Yours sincerely,