*Growing hearts and minds*

# Sheriffhales Primary School and Preschool

# ASTHMA POLICY

**Policy Date: December 2026**
**Review Date: December 2027**

# Asthma Policy

## Asthma Policy

- The School recognises that asthma is an important condition affecting many school children and welcomes all pupils with asthma
- Ensures that children with asthma participate fully in all aspects of school life including PE
- Recognises that immediate access to reliever inhalers is vital
- Keeps records of children with asthma and the medication they take
- Ensures the school environment is favourable to children with asthma
- Ensures that other children understand asthma
- Ensures all staff who come into contact with children with asthma know what to do in the event of an asthma attack
- Will work in partnership with all interested parties including all school staff, parents, governors, doctors and nurses, and children to ensure the policy is implemented and maintained successfully

This policy has been written with advice from the Department for Education and Employment, National Asthma Campaign, the local education authority, the school health service, parents, the governing body and pupils

1. This school recognises that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma.

2. This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, their employers (the local education authority) and pupils. Supply teachers and new staff are also made aware of the policy. All teachers, and at least one member of staff in each class is provided with asthma training on a regular basis. Mrs Palin, Higher Level Teaching Assistant and first aider, has a list of school staff trained in this area. This training is provided by the School Nursing Service and also covers Severe Allergic Reactions, Epilepsy and Asthma. Training may also be provided by the National College and the Local Authority.

**Medication**

Immediate access to a reliever inhaler is vital. Children should always tell their class teacher or first aider when they have had occasion to use their inhaler. Records are kept each time an inhaler is used outside of their NHS care plan. The reliever inhalers of are kept in classrooms in a designated first aid area marked with a green and white first aid sign.

All inhalers must be labelled with the child's name by the parent. School staff are not required to administer medication to children except in an emergency however many of our staff our happy to do this. School staff who agree to do this are insured by the local education authority when acting in accordance with this policy. **All school staff will let**

**children take their own medication when needed in accordance with the child's NHS asthma plan.**

**Record Keeping**

When a child joins the school, parents are asked to inform the school if their child is asthmatic. For existing NHS Asthma Care Plan holders, it is the parents' responsibility to inform the school of a newly issued annual plan. All parents of children with asthma are required to complete a Parental Agreement for School to Administer an NHS Asthma Care Plan (Appendix 2) and return it to the school. From this information the school keeps its asthma register which is displayed in the staff room and regularly updated. If any changes are made to a child's medication it is the responsibility of the parents or carer to inform the school. A change to their current NHS plan eg during times of illness, will require a Parental Agreement for School to Administer Medication (Appendix 3) on a weekly basis, for up to 3 weeks. After this time, a new NHS plan from the GP will be required (or a return to their existing one).

Sheriffhales Primary School holds an emergency inhaler and spacer as per 'Guidance on the use of Emergency Salbutamol inhalers in schools' March 2015. This medication can only be administered to children on the Asthma Register. Specific staff have been trained to administer the emergency inhaler.

Parents of children with Asthma are given the option to tick the box on the Parental Agreement for School to Administer an NHS Asthma Care Plan, giving permission for the emergency inhaler to be used in the event that their own inhaler is not available. Parents will be informed by letter if their child has used the emergency inhaler. (Appendix 1)

Asthma inhalers for each child are regularly checked for expiry dates by a named member of staff (S. Palin – Asthma Lead). Each child's inhaler is kept in their own classroom in a medication box containing their individual medication and NHS asthma plan, in their class designated first aid area.

All staff members are responsible for acquainting themselves with the triggers of a possible attack (allergies, colds, cough, cold weather) for each individual child in their care. All this information is found in their NHS asthma medication plan.

**PE**

Taking part in sports is an essential part of school life. Teachers are aware of which children have asthma from the asthma register. Children with asthma are encouraged to participate fully in PE. Teachers will remind children whose asthma is triggered by exercise to take their reliever inhaler before the lesson. Each child's inhalers will be labelled and kept in a box at the site of the lesson. If a child needs to use their inhaler during the lesson, they will be encouraged to do so. Records are kept every time a child uses their inhaler outside of their plan.

**School Trips and Outside Activities**

When a child is away from the school classroom on a school trip, (not residential, when separate medication from home should be provided by parents) outside sport or PE, their inhaler should accompany them and be made available to them at all times.

**After School Club**

Parents must provide After School Club with medication and instruction for it's use, according to the Terms and Conditions of Sports4school.

**The School Environment**

The school does all that it can to ensure the school environment is favourable to children

with asthma. The school does not currently keep furry and feathery pets and has a non-smoking and vaping policy. On occasion, the Key Stage One classes may take part in the egg/chick scheme. Teachers will be aware of any child who has a fur or feather allergy and will act appropriately.

**Making the School Asthma Friendly**

The school ensures that all children understand asthma. Asthma can be included in Key Stages 1 and 2 in science, design and technology, geography, history and PE of

the national curriculum. Children with asthma and their friends are encouraged to learn about asthma; information for children and teens can be accessed from the following website www.asthma.org.uk.

**When a Child is falling behind in lessons**

If a child is missing a lot of time from school because of asthma or is tired in class because of disturbed sleep and falling behind in class, the class teacher will initially talk to the parents. If appropriate the teacher will then talk to the school nursing team and special educational needs coordinator about the situation. The school recognises that it is possible for children with asthma to have special education needs because of asthma.

**Asthma Attacks**

All staff who come into contact with children with asthma know what to do in the event of an asthma attack. The school follows the following procedure, which is clearly displayed in all classrooms.

1. **Ensure that the reliever inhaler is taken immediately.**
2. **Stay calm and reassure the child.**
3. **Help the child to breathe by ensuring tight clothing is loosened.**

**After the attack**

Minor attacks should not interrupt a child's involvement in school. When they feel better they can return to school activities.

The child's parents must be informed about the attack on the day.

**Emergency procedure**

If the pupil does not feel better or you are worried **at any time** before reaching 10 puffs from the inhaler, **call 999 for an ambulance**.

If the ambulance has not arrived after 10 minutes, give an additional 10 puffs as detailed above.

In the event of an ambulance being called, the pupil's parents or carers should always be contacted.

In the event of a pupil being taken to hospital by ambulance, they should always be accompanied by a member of staff until a parent or carer is present.

**Appendix 1**

## Emergency Salbutamol Inhaler Use Form

Child's name: …….

Class: ……..

Date: ……..

Dear …….

This letter is to formally notify you that.....has had problems with

his/her breathing today. This happened when ……..

*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.

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

Yours sincerely

Mrs S Palin
Asthma Lead

*Delete as appropriate

**Appendix 2**

Shropshire Community Health NHS
NHS Trust

## Letter for Parents/Guardians to Accompany NHS Asthma Health Care Plan

- **Parental agreement for school to administer an NHS Asthma Plan**

Dear Parent / Guardian,

On advice from the local Primary Care Trust and the Department for Education, our school has recently renewed the School Asthma Policy. We are updating our records to ensure we have accurate and up-to-date information regarding asthma health and wellbeing.

As part of this process, please now action the following 3 points:

1. **We require a current NHS Asthma Care Plan, issued by the GP**. This is valid for 1 year and is updated in an annual asthma review with the GP.

If you have a valid plan, please provide us with a copy by 5th January 2026. You may need to book an asthma review with the GP if your child's current plan is out of date.

If you do not have a current Asthma Plan from the GP, school will not include your child on the asthma register.

2. If your child has an episode of asthma illness and needs dosage which differs from their standard NHS plan, a **Parental Agreement for School To Administer Medication form** needs completing (as for any school-administered short-term medication). This can be given in to school on a weekly basis for 3 weeks. After 3 weeks, please seek a review from the GP.
3. Please complete the **Parental Agreement for School to Administer an NHS Asthma Plan** included below.



All children with a NHS individual asthma health care plan need to have prescribed by their GP an emergency metered dose inhaler, reliever medication. It is necessary for school staff to have access to this medication in –order to treat a severe asthma attack correctly. It is best practice to treat a severe asthma attack with a volumatic spacer and reliever as only a metered dose inhaler is compatible for use with a spacer.

*Please note that due to new legislation your child's school may have chosen to buy an emergency salbutamol inhaler from their local pharmacist, as per Department of Health guidance (Sept 2014). If your school has chosen to do this, please note that it remains the parents' responsibility to provide the school with a volumatic spacer and emergency salbutamol for your individual child.*

This school has access to an emergency reliever and volumatic spacer and the asthma leads have been trained on their use in a severe attack.

Please complete the form below and return it to the school by 5th January 2026. Any medication currently held in school will be returned to you if an NHS Asthma Plan is not provided by this date.

I look forward to receiving your child's completed School Asthma Health Care Plan Form.

Thank you for your help.

Yours sincerely

Justine Keeling-Paglia

Headteacher

**ADVICE FOR PARENTS**

**Remember:**

1. **It is your responsibility to tell the school about any changes in your child's asthma and/or their asthma medication**
2. **It is your responsibility to ensure that your child has their 'relieving' medication with them in school and that it is clearly labelled with their name**
3. **You should confirm this with your child's class teacher**
4. **It is your responsibility to ensure that your child's asthma medication has not expired**
5. **Your child should not be exposed to cigarette smoke**

**Appendix 3**

# Parental Agreement for School to Administer Medicine

**The school will not give your child medicine unless you complete and sign this form**

| | |
|---|---|
| Name of child | |
| Date of birth | |
| Group/class/form | |
| Medical condition or illness | |
| Name and phone no. of GP | |

| | |
|---|---|
| Name/type of medicine (as described on the container) | |
| Dosage and method | |
| Are there any side effects that the school needs to know about? | |
| Procedures to take in an emergency | |

**Contact Details**

| | |
|---|---|
| Name | |
| Daytime telephone no. | |
| Relationship to child | |
| Address | |

I accept that this is a service that the school is not obliged to undertake.
I understand that I must notify the school of any changes to my child's medication in writing.

Date _____ Signature(s) _____

**Please note**: It is your responsibility to ensure that the school is kept informed about changes to your child's medicines, including how much they take and when. It is also your responsibility to provide the school with medication that is clearly labelled and in date.

# Parental agreement for school to administer an NHS Asthma Care Plan

| | |
|---|---|
| Child's name | |
| Date of birth | |
| Group/class/form | |
| Child's address | |
| Date Asthma Diagnosed | |

**Family Contact Information**

| | |
|---|---|
| Parents / Guardians Name | |
| Phone no. (work) | |
| (home) | |
| (mobile) | |
| Name | |
| Phone no. (work) | |
| (home) | |
| (mobile) | |

**G.P.**

| | |
|---|---|
| Name | |
| Phone no. | |

**Clinic/Hospital Contact**

| | |
|---|---|
| Name | |
| Phone no. | |

**Does your child have an NHS Asthma care plan?**

☐ Yes – Please provide school with a copy of this plan. Once received, your child will be added to the school's asthma register.

☐ No - Please contact your GP to request one.

If your child uses asthma medication only occasionally and does not have an NHS asthma care plan, please complete the schools *Administrating Medication Form*.

Please note: this form can only be used for a maximum of 3 weeks.

## Asthma Medication Provided to School

Please tick the following as appropriate:

☐ I have provided the school with my child's NHS asthma care plan, which has been reviewed by the GP in the last 12 months.

☐ I have provided the school with my child's prescribed asthma medication and spacer if required. The inhaler is labelled with my child's name, and it will be kept in the class medication box.

☐ I agree that the school may administer their emergency inhaler to my child if needed.

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## Parent/Carer Details

Parent/Carer Name:

_____

Signature:

_____

Date: _____