



LOCATION: SCHOOL HANDBOOK, SECTION 3, DOCUMENT 8

ASTHMA POLICY

Date policy first adopted: April 2025

Date reviewed: N/A

Reviewed By: Zoe Silvester

Date ratified by Governing Body: May 2025

Date of next review: April 2026

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

Contents:

[Statement of intent](#)

1. [Legal framework](#)
2. [Roles and responsibilities](#)
3. [Asthma medicines](#)
4. Emergency inhaler
5. [Record keeping](#)
6. [Monitoring and review](#)

Statement of intent

Abbey Court School recognises that asthma is a serious but controllable condition and welcomes all pupils with asthma. This policy sets out how the school ensures that pupils with asthma can participate fully in all aspects of school life, including physical exercise, school trips and other out-of-school activities. It also covers how the school enables pupils with asthma to manage their condition effectively in school, including ensuring immediate access to reliever inhalers where necessary.

1. Legal framework

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 school with medical conditions'
- Asthma UK (2020) 'Asthma at school and nursery'
- DfE (2022) 'First aid in schools, early years and further education'

This policy operates in conjunction with the following school policies:

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

2. Roles and responsibilities

The governing board has a responsibility to:

- Ensure the health and safety of staff and pupils is protected on the school premises and when taking part in school 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 school's Complaints Policy.
- Ensure this policy is effectively monitored and updated.
- Report any successes and failures of this policy to the headteacher, members of school staff, local health authorities, parents and pupils.
- Provide indemnity for teachers and other members of school staff who volunteer to administer medicine to pupils with asthma in need of help.

The Headteacher, with the support of the Health and Safety lead, has a responsibility to:

- Implement this policy with the help of school staff, school nurses, local guidance and the governing board.
- Ensure this policy is effectively implemented and communicated to all members of the school community.

- 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 school's asthma register to a designated member of staff.
- Report incidents and other relevant information to the governing board and LA as necessary.

All school staff have a responsibility to:

- Read and understand this policy.
- Know which pupils they come into contact with have asthma.
- Know what to do in the event of an asthma attack.
- Allow pupils with asthma swift 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 school trips and during activities outside of the classroom.

The school nurse has a responsibility to:

- Support in the creation and implementation of this policy.
- Provide regular training for members of the school staff in managing asthma.
- Maintain up-to-date care plans to manage the pupils' asthma and other medical needs in school.
- Be on hand if a pupil with asthma is experiencing symptoms that require additional medical supervision.

Parents have a responsibility to:

- Inform the school if their child has asthma.
- Ensure the school has a complete and up-to-date asthma plan for their child with medical evidence provided.
- Inform the school of the medication their child requires during school hours.
- Inform the school of any medication their child requires during school trips and other out-of-school activities.
- Inform the school of any changes to their child's medicinal requirements.
- Inform the school of any changes to their child's asthmatic condition, e.g. if their child is currently experiencing sleep problems due to their condition.
- Ensure their child's reliever inhaler (and spacer where relevant) is labelled with their child's name and relevant prescription labels.
- 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).

3. Asthma medicines

All inhalers and asthma medication is signed in and out of school by the MCH special school nurses or the school health care assistants. Reliever inhalers kept in the school's charge are held in the school medical offices in a designated and labelled storage area, which is unlocked to allow immediate access.

Inhalers are clearly labelled with the pupil's full name and stored in class boxes.

All pupils require support from a member of staff or a special school nurse to administer their inhalers safely.

Staff will administer the asthma medicines in line with the school's Administering Medication Policy.

4. Emergency inhaler

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

Emergency asthma kits contain the following:

- A salbutamol metered dose inhaler
- A range of spacers and masks (sealed)
- 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 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 school medical offices on each site in the temperate conditions specified in the manufacturer's instructions, out of reach and sight of pupils, but not locked away. They are stored in a clearly marked storage box.

Expired or used-up emergency inhalers are disposed of appropriately. Spacers must not be reused in school, 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.

In line with the school's [Supporting Pupils with Medical Conditions Policy](#) and [First Aid Policy](#), appropriate support and training will be provided for relevant staff, e.g. all class-based 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 school'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 via phone call made by the MCH school nurse or school health care assistants, as well as in writing via the home-school contact book.

The school health care assistants (HCAs) are responsible for overseeing the protocol for the use of the emergency inhaler, monitoring its implementation, and maintaining an [asthma register](#).

The HCAs who oversee 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.

5. Record keeping

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

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

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

6. Monitoring and review

The effectiveness of this policy will be monitored regularly by the Headteacher and her appointed health and safety lead. Any necessary amendments may be made immediately. The governing board will review this policy annually.

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