



**CORPUS CHRISTI  
CATHOLIC SCHOOL**

# Asthma Policy

2020-2021

Date Approved	Next Review Date	Staff Member Responsible	Responsible Governor
24/2/20	January 2021	Mrs. J. Connery	M.Sawyer

## MISSION STATEMENT

Corpus Christi Catholic School is a welcoming, vibrant and diverse community with the Christian values of respect, equality and love for all at its core.

We aim to nurture, motivate, educate and to inspire all children to become lifelong learners and to achieve the best that they can.

Following the example of Jesus, we uphold our school motto:  
To Learn, To Live, To Love.

Discere Vivere Amare



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## INTRODUCTION

Corpus Christi school is an inclusive community that aims to support and welcome pupils with asthma. We ensure that the whole school environment, which includes physical, social, sporting and educational activities, is inclusive and favourable to children with asthma. Corpus Christi asthma policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings. We ensure all staff understand their duty of care to children and young people in the event of an emergency. All staff feels confident in knowing what to do in an emergency. All staff receive annual asthma awareness training. Corpus Christi has clear guidance on the administration and storage of medicines at school. We have clear guidance about record keeping. Each member of the school and health community know their roles and responsibilities in maintaining and implementing an effective medical condition policy. The asthma policy is regularly reviewed evaluated and updated. Updates occur every year.

## LEGISLATION

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work, etc Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Schools Standards and Framework Act 1998
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Special Educational Needs and Disability Act 2001
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Equality Act 2010
- School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The following organisations are also related to this policy:

- [www.asthma.org.uk](http://www.asthma.org.uk)
- [www.nhs.uk](http://www.nhs.uk)
- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

## AIMS

- To encourage and help children with asthma to participate fully in all aspects of school life.
- To ensure that the school environment is favourable to all asthma sufferers.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

## ROLES AND RESPONSIBILITIES

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
  - determining this policy with the Governing Body;
  - discussing improvements to this policy during the school year;
  - organising surveys to gauge the thoughts of all pupils;
  - reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
  - visit the school regularly;
  - work closely with the Headteacher and the coordinator;
  - ensure this policy and other linked policies are up to date;
  - ensure that everyone connected with the school is aware of this policy;
  - attend training related to this policy;
  - report to the Governing Body every term;
  - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy.

Responsible staff will ensure that:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- ensure school pets are housed away from the classroom;

- ensure certain chemicals used in science and art which are potential triggers for pupils with asthma are not used;
- know each child's medication will be readily available to those responsible for each child;
- liaise with the school nurse to ensure that an asthma plan is filled in by a doctor for all pupils suffering from asthma and this is included with the child's asthma pump;
- ensure that children have a spare inhaler in school which is clearly marked with the child's name and kept in an agreed safe place for easy access;
- ensure inhalers will always be taken on all educational visits and residential visits;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;

School personnel will:

- comply with this policy;
- be trained to recognise an asthma attack and know what they can do to help or get help;
- be aware of the common signs of an asthma attack namely: coughing, short of breath, wheezing, complaining of a tight feeling in the chest, unusually quiet, having difficulty speaking / completing sentences and young children complaining of a stomach ache;
- in the event of a child having an asthma attack:
  - Do not leave the child alone
  - Keep calm and reassure the child
  - Encourage the child to sit up
  - Bring the inhaler to the child and not the child to the inhaler
  - Make sure the child takes two puffs of their reliever inhaler immediately
  - If there is no immediate improvement continue to give them two puffs of reliever inhaler
  - If they don't feel better after taking their inhaler then call 999 for assistance
  - Contact parents after calling 999
  - If an ambulance does not arrive within ten minutes then the child should take two puffs of their reliever inhaler
- after dealing with child's minor asthma attack encourage the child to continue go back to lessons and notify the child's parents;
- be aware of the school register of pupils who suffer from asthma;
- will inform parent/carers if their child:
  - has had an asthma attack;
  - is using more reliever inhaler than they usually would;
  - is falling behind with their work because of asthma
- inform parents/carers if they think their child shows the symptoms of asthma;
- undertake the appropriate training on how to deal with a pupil's asthma attack
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

## RESPONSIBILITY FOR THE POLICY AND PROCEDURE

- Every Asthmatic child should have two inhalers in school at all times – one reliever inhaler for daily use and one reliever inhaler for emergency use;- stored with their individual Care Plan plus parental consent for staff to administer medicine and for the child to carry medicine in the class Emergency Rucksack
- Children with asthma are encouraged to take control of their condition
- Children feel confident in the support they receive from the school to help them do this
- Children with asthma are included in all school activities
- All staff feel confident in knowing what to do in an emergency
- The school asthma policy is understood and supported by the whole school and local health community
- All Emergency Rucksacks/Individual Health Care Plans are to be stored in classrooms across the school
- All Emergency Rucksacks must be taken out in the event of a Fire alarm – where possible ( DO NOT re-enter the building)
- All Emergency Rucksacks must be taken on all trips – including Church/Swimming
- When swimming daily inhalers must be with a member of staff in the Emergency Rucksack by the poolside

We ensure that the whole school environment, which includes physical, social, sporting and educational activities, is inclusive and favourable to children with asthma.

Corpus Christi is committed to providing children with a physical environment, which is accessible to children with asthma.

Our commitment to an accessible physical environment includes out of school visits and the school ensures these visits are accessible to all children.

We ensure the needs of children and young people with asthma are adequately considered to ensure they have full access to extended school activities such as school productions, after school clubs and residential visits.

All staff at Corpus Christi are aware of the potential social problems that children with asthma may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti bullying and behaviour policies.

Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of asthma amongst children and to help create a positive social environment.

Corpus Christi ensures all classroom teachers, TAs and sporting coaches understand that pupil's with asthma should not be forced to take part in activity if they feel unwell.

We ensure all classroom teachers and TAs are aware of the potential triggers for pupil's asthma when exercising and are aware of ways to minimise these triggers.

Corpus Christi ensures all children have the appropriate medicines with them during physical activity and that children take them when needed.

Risk assessments are carried out for any out of school visit and asthma is always considered during this process. Factors considered include how routine and emergency medicines will be stored and administered and where help could be obtained in an emergency.

There may be additional medicines, equipment or factors to consider when planning residential visits. These may be in addition to any medicines, facilities and healthcare plans that are normally available in school.

All staff understand asthma and are trained in what to do in an emergency

Staff at Corpus Christi understand their duty of care to children in the event of an emergency.

In an emergency situation school staff are required under common law duty of care (1st October 2014 the Human Medicines Regulations 2014), to act like any reasonably prudent parent. This may include administering medicines.

All staff who work with children at this school receive training and know what to do in an emergency for the children in their care with asthma.

Training is refreshed for all staff at least once a year.

Corpus Christi uses the school's Administering Medication Form plans to inform the appropriate staff (including supply teachers and support staff), of children in their care who may need emergency help.

Corpus Christi has procedures in place for a copy of the medication form to be sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent or the information on it is communicated to the hospital as soon as possible.

If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows

Generally staff should not take children to hospital in their own car.

Corpus Christi has clear guidance on the administration of medicines at school

## MANAGEMENT AND ORGANISATION

The emergency salbutamol inhaler should only be used by children, 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 inhaler can only be used if the pupils inhaler is not available (for example, because it is empty or broken)

Corpus Christi has two Emergency Salbutamol Packs which include:

- one salbutamol inhaler and two spacers, which are all clearly labelled .
- Register of Parental Consent
- STAFF MUST ALSO RECORD THE USAGE IN THE MAIN ASTHMA REGISTER LOCATED IN THE SCHOOL OFFICE STATING THAT IT IS THE SCHOOLS EMERGENCY INHALER THAT HAS BEEN USED, LOCATED IN THE SCHOOL OFFICE.

TO AVOID POSSIBLE RISK OF CROSS INFECTION THE PLASTIC SPACER IS NOT TO BE RE-USED AND MUST BE SENT HOME WITH THE CHILD (FOR FUTURE PERSONAL USE)

## Staff Responsibilities

The headteacher will ensure that:

- 1<sup>st</sup> Response and Paediatric 1<sup>st</sup> Aiders are available to support in an emergency situation
- Inhalers are checked regularly
- Replacement inhalers are obtained before the expiry date
- Replacement spacers are re-ordered and replaced after use
- Empty/out of date Inhalers are disposed of at the local Pharmacy

All Staff will need to ensure:

- The blue plastic inhaler 'housing' is cleaned and dried and returned to the relevant rucksack after use
- Staff must inform the designated staff if a school emergency inhaler has been used so that a new spacer can be ordered
- School Emergency inhaler usage form – Staff must record usage
- STAFF MUST ALSO RECORD THE USAGE IN THE MAIN ASTHMA REGISTER LOCATED IN THE SCHOOL OFFICE STATING THAT IT IS THE SCHOOLS EMERGENCY INHALER THAT HAS BEEN USED

Emergency medicines

- All children at Corpus Christi with asthma have easy access to their emergency medicines
- All children are encouraged to carry and administer their own emergency medicine, when their parents and health specialists determine they are able to start taking responsibility for their condition
- Children who do not carry and administer their own emergency medicines, should know where the drugs or medicines are stored and how to gain access
- All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent. In an emergency situation, this may include taking action such as administering medicines

Drawing up School Asthma Health Care Plans

A school Administering Medication Form accompanied by an explanation is sent to all parents of children with asthma for completion:

- at enrolment
- when a diagnosis is first communicated to the school

The parents are asked to fill out the school's Administering Medication Form. Parents then return this completed form to the school. Parents may need to liaise with their child's health care professionals to complete the form. Corpus Christi ensures that a relevant member of school staff is available, if required to help complete the form for children with particularly complex healthcare needs.

- The school's Administering Medication Forms are used to create a centralised register of children with asthma

- Mrs Tatton in the school office has responsibility for the register at this school
- Mrs Tatton follows up any of the details on a pupil's school's Administering Medication Form or if permission for administration of medicines is unclear or incomplete
- Parents at Corpus Christi are regularly reminded to update their child's medication form if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse) or their medicines and treatments change
- Staff at Corpus Christi use opportunities such as teacher-parent interviews to check that information held by the school on a pupil's condition is accurate and up to date
- Administering Medication Forms are kept in a secure location in the school office
- All members of staff who work with groups of children, have access to the medical information of children in their care
- When a member of staff is new to a pupil group, the school makes sure that they are made aware of (and have access to) the medical information of children in their care
- Corpus Christi ensures that all staff protect pupil confidentiality
- Corpus Christi seeks permission from parents to allow the health care plan to be sent ahead to emergency care staff should an emergency happen during school hours or at an out of school hours school activity

Corpus Christi uses the Administering Medication Forms to:

- Inform the appropriate staff and any cover staff about the individual needs of a pupil with a medical condition in their care
- Identify common or important individual pupil triggers at school that bring on symptoms and can cause emergencies
- Ensure that all medicines stored at school are within the expiry date
- Ensure this school's local emergency care facilities have a timely and accurate summary of a pupil's current asthma management and healthcare in the event of an emergency
- Remind parents of children with asthma to ensure that any medicines kept at school for their child are within their expiry dates

Consent to administer medicines

- All parents of children with asthma are asked to provide consent on the health care plan giving staff permission to administer medicines in an emergency
- Parents of children with asthma at Corpus Christi are all asked at the start of the school year on the healthcare plan if they and/or the child's healthcare professional believe the child is able to self-manage, carry and administer their own emergency medicines
- All parents of children with asthma attending a school trip or overnight visit are asked to give consent for staff to administer medicines at night or in the morning if required



Corpus Christi keeps an accurate record of each occasion an individual pupil is given or supervised taking medicines. Details of the supervising staff member, pupil, dose, date and time are recorded

The parents at Corpus Christi have a responsibility to:

- Tell the school if their child has asthma
- Ensure the school has a complete and up-to-date Administering Medication Form for their child
- Inform the school of any changes to their child's condition
- Ensure their medicines and medical devices are labelled with their full name
- Ensure that their child's medicines are within their expiry dates
- Keep their child at home if they are not well enough to attend school
- Ensure their child catches up on any school work they have missed
- Ensure their child has regular reviews with their doctor or specialist healthcare professional

All staff at Corpus Christi have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of asthma and know what to do in an emergency
- Understand the school's asthma policy
- Know which children have asthma and be familiar with the content of their individual health plan
- Allow all children to have immediate access to their emergency medicines
- Maintain effective communication with parents including informing them if their child has been unwell at school
- Ensure children who carry their medicines with them, have them when they go on a school trip or out of the classroom
- Be aware that long term conditions can affect a pupil's learning and provide extra help when children need it
- Be aware of children with asthma who may need extra social support
- Liaise with parents, the child's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- Use opportunities such as PSHE to raise pupil awareness about asthma
- Understand asthma and the impact it can have on children. (Children should not be forced to take part in activity if they feel unwell)
- Ensure all children with asthma are not excluded from activities they wish to take part in
- Ensure children have the appropriate medicines with them during activity or exercise and are allowed to take it when needed

## TRAINING

All school personnel:

- have equal chances of training, career development and promotion
- receive training related to this policy on induction which specifically covers:
  - Health and Safety
  - Risk Assessment
  - Workplace Environment
  - Accidents and Emergencies
  - Medical and First Aid
    - information about asthma
    - administering medication related to asthma
    - safe use and storage of medications
    - dealing with emergencies related to asthma
  - Reporting of Injuries, Diseases and Dangerous Occurrences
- receive periodic training by the school nurse so that they are kept up to date with new information
- receive equal opportunities training on induction

## LINKED POLICIES

- Accidents and Emergencies
- Health and Safety
- Medical and First Aid
- Reporting of Injuries, Diseases and Dangerous Occurrences
- Risk Assessment
- Workplace Environment