



## Towngate Primary Academy Asthma Policy

Date	Review Date	Coordinator	Nominated Governors
September 2020	September 2021	Headteacher	Mrs Julie Ford and Mrs Joanne Crook

### Introduction

The Local Governing Board of Towngate Primary Academy recognises that asthma is a widespread, serious but controllable condition affecting many pupils at the academy. The academy positively welcomes all pupils with asthma. This academy encourages pupils with asthma to achieve their potential in all aspects of academy life by having a clear policy that is understood by academy staff, parents and pupils.

Supply teachers and new staff are also made aware of the policy. All staff that come into contact with pupils with asthma are provided with training on asthma from the academy nurse who has had asthma training. Training is updated once a year.

We will endeavour to create an academy environment that is favourable to all asthma sufferers. We will encourage those children who suffer with asthma to fully participate in all aspects of this academy.

We will ensure that all academy personnel are fully trained in dealing with a person having an asthma attack and that asthma inhalers are readily accessible at all times.

We wish to work closely with the Academy Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

This policy should be read alongside the Medical and First Aid Policy.

### Aims

- To encourage and help children with asthma to participate fully in all aspects of academy life;
- To ensure that the academy environment is favorable to all asthma sufferers.

### **Roles and Responsibilities**

#### Role of the Local Governing Board

The Governing Board has:

- Appointed a member of staff to be responsible for Health and Safety;
- Delegated powers and responsibilities to the Headteacher to ensure all academy personnel, parents, pupils and visitors to the academy are aware of and comply with this policy;
- Nominated an Asthma Co-ordinator;
- Nominated a link governor to visit the academy regularly, to liaise with the coordinator and to report back to the Governing Body;
- Responsibility for the effective implementation, monitoring and evaluation of this policy.

#### Role of the Headteacher

The Headteacher will:

- Ensure all academy personnel, pupils and parents are aware of and comply with this policy;
- Monitor the effectiveness of this policy;
- Ensure every aspect of the policy is maintained;
- Assess the training and development needs of staff and arrange for them to be met
- Ensure all supply teachers and new staff know the academy asthma policy;
- Delegate a staff member to check the expiry date of spare reliever inhalers and maintain the academy asthma register;
- Annually report to the local Governing Board on the success and development of this policy.

Role of the Co-ordinator, the Coordinator will:

- Lead the development of this policy throughout the academy;
- Work closely with the Headteacher and the nominated governor;
- Provide guidance and support to all staff;
- Keep up to date with new developments and resources;
- Review and monitor;
- Annually report to the Governing Body on the success and development of this policy.

#### The Role of Academy Personnel

Academy personnel will:

- Understand and comply with this policy;
- Be aware of the academy register of pupils who suffer from asthma and know which pupils that they come into contact with have asthma;

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- Allow pupils with asthma immediate access to their reliever inhaler;
- Ensure pupils have their asthma medicines with them when they go on a academy trip or out of the classroom;
- Inform parents/carers if their child has had an asthma attack or they think their child shows the symptoms of asthma;
- Tell parents/carers if their child is using more reliever inhaler than they usually would;
- Undertake the appropriate training, annually;
- Ensure pupils who have been unwell catch up on missed academy work;
- Be aware that a pupil may be tired because of night-time symptoms;
- Keep an eye out for pupils with asthma experiencing bullying;
- Liaise with parents/carers, the special educational needs coordinator or Local Authority Support Services if a child is falling behind with their work because of their asthma.

***All staff who come into contact with pupils with asthma know what to do in the event of an asthma attack.***

### When a pupil is falling behind in lessons

If a pupil is missing a lot of time at academy or is always tired because their asthma is disturbing their sleep at night, the class teacher will initially talk to the parents/carers to work out how to prevent their child from falling behind. If appropriate, the teacher will then talk to the special education needs coordinator about the pupil's needs.

The academy recognises that it is possible for pupils with asthma to have special education needs due to their asthma.

### **Role of Pupils**

Pupils will:

- Comply with all aspects of this policy;
- Know the location of their inhaler;
- Be able to administer their own inhaler;
- Remind academy personnel that their inhaler must accompany them on all educational and residential visits;
- treat other pupils with and without asthma equally;
- Let any pupil having an asthma attack take their reliever inhaler (usually blue) and ensure a member of staff is called;
- Tell their parents/carers or teacher when they are not feeling well;
- Treat asthma medicines with respect;
- Know how to gain access to their medicine in an emergency.

### **The Role of Parents**

Parents will:

- Be made aware of this policy;

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- Inform the academy of their child's asthma;
- Provide the academy with an annual updated asthma card outlining the dosage and the frequency of use of their child's medication;
- Inform the academy of any changes to their child's asthma (for example, if their symptoms are getting worse or they are sleeping badly due to their asthma)
- Ensure their child's reliever inhaler (and spacer where relevant) is labelled with their name;
- Provide the academy with a spare reliever inhaler labelled with their child's name;
- Ensure that their child's reliever inhaler and the spare is within its expiry date;
- Keep their child at home if they are not well enough to attend academy;
- Ensure their child catches up on any academy work they have missed;
- Ensure their child has regular asthma reviews with their doctor or asthma nurse (every six to 12 months)
- Ensure their child has a written personal asthma action plan to help them manage their child's condition.

### Asthma medicines

- Immediate access to reliever medicines is essential. Pupils with asthma are encouraged to carry their reliever inhaler as soon as the parent/carer, doctor or asthma nurse and class teacher agree they are mature enough. The reliever inhalers of younger children are kept in the classroom in a spice rack.
- Parents/carers are asked to ensure that the academy is provided with a labelled spare reliever inhaler. The class teacher will hold this separately in case the pupil's own inhaler runs out, or is lost or forgotten. All inhalers must be labelled with the child's name by the parent/carer.
- Academy staff are not required to administer asthma medicines to pupils (except in an emergency), however many of the staff at this academy are happy to do this. Academy staff who agree to administer medicines are insured by the local education authority when acting in agreement with this policy. All academy staff will let pupils take their own medicines when they need to.
- Emergency inhalers are kept in the school office. Parents of children with asthma are asked to provide permission to allow the administering of this in case of emergency. We follow the **DFE guidance on the use of emergency salbutamol inhalers in school March 2015 (see HS-004b)**.

### Record keeping

At the beginning of each academy year or when a child joins the academy, parents/carers are asked if their child has any medical conditions including asthma on their enrolment form.

All parents/carers of children with asthma are consequently sent an Asthma UK *Academy Asthma Card* to give to their child's doctor or asthma nurse to complete. Parents/carers are asked to return them to the academy. From this information the academy keeps its asthma register, which is available to all academy staff. *Academy Asthma Cards* are then sent to parents/carers of children with asthma on an annual basis to update.

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Parents/carers are also asked to update or exchange the card for a new one if their child's medicines, or how much they take, changes during the year.

A record of each child's medication will be readily available to those responsible for each child.

### **Exercise and activity – PE and games**

Taking part in sports, games and activities is an essential part of academy life for all pupils. All teachers know which children in their class have asthma and all PE teachers at the academy are aware of which pupils have asthma from the academy's asthma register.

Pupils with asthma are encouraged to participate fully in all PE lessons. Teachers will remind pupils 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 teachers that each pupil's inhaler will be labelled and kept in a box at the site of the lesson. If a pupil needs to use their inhaler during a lesson they will be encouraged to do so.

Classroom teachers follow the same principles as described above for games and activities involving physical activity.

The academy involves pupils with asthma as much as possible in after academy clubs. Out of hours academy sport coaches are aware of the potential triggers for pupils with asthma when exercising.

### **The Academy Environment**

The academy does all that it can to ensure the academy environment is favourable to pupils with asthma. The academy does not keep furry or feathery animals and has a definitive no-smoking policy. The academy will not use chemicals in science and art that are potential triggers for pupils with asthma.

### **Monitoring the Effectiveness of the Policy**

The effectiveness of this policy will be reviewed in line with the Review date set on the Policy Overview Review document, or when the need arises, and the necessary recommendations for improvement will be made to the governors.

<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	