



# WESTFIELD SCHOOL

## Asthma policy

<b>Date Produced</b>	November 2025
<b>Review Due</b>	November 2027
<b>Reviewer</b>	Zoe Burge & Nicki Gilbert

## Statement of intent

Westfield School recognises that asthma is a serious but controllable condition and welcomes all pupils with asthma to our school. This policy sets out how Westfield School ensures that pupils with asthma can participate fully in all aspects of school life. It also covers how we as a school enable pupils with asthma to manage their condition effectively in school, including ensuring immediate access to reliever inhalers where necessary.

## 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'

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies:

- Complaints Policy and Procedure
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy

## Roles and responsibilities

The Governors have a duty to:

- Ensure the health and safety of staff and pupils is protected on all 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 our Complaint's Policy and Procedure
- Ensure this policy is effectively monitored and updated

The Headteacher has a responsibility to:

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

- 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 their school's asthma register to a designated member of their staff – Cara Lewis

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 immediate 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
- Be aware that pupils with asthma may experience tiredness during the school day due to their night-time symptoms

Parents have a responsibility to:

- Inform their school if their child has asthma
- Ensure the school has a complete and up-to-date asthma card for their child
- Inform the school of the medication their child requires during school hours
- Inform the school of any medication their child requires during school trips, team sports events 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
- 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)
- Ensure their child has a written Personal Asthma Action Plan at school to help the school manage their child's condition

### **Asthma medicines**

Inhalers are given to the school to be looked after. Parents will be required to label their child's inhaler with the child's full name. Parents will ensure that the school is provided with a labelled spare reliever inhaler, in case their child's inhaler runs out, or is lost or forgotten.

Members of staff are not required to administer medicines to pupils, except in emergencies.

Staff will administer the asthma medicines in line with Westfield School Administering Medication Policy. For pupils who are old enough and/or have sufficient capabilities and independence to do so, staff members' roles in administering asthma medication will be limited to supporting pupils to take the medication on their own.

This policy is predominantly for the use of reliever inhalers. The use of preventer inhalers is very rarely required at school. In the instance of a preventer inhaler being necessary, staff members may need to remind pupils to bring them in or remind the pupil to take the inhaler before coming to school.

### **Emergency inhaler**

Westfield School keep a salbutamol inhaler for use in emergencies when a pupil's own inhaler is not available. This is kept in the school's emergency asthma kit.

Emergency asthma kits contain the following:

- A salbutamol metered dose inhaler
- Two plastic, compatible spacers
- 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 record of administration showing when the inhaler has been used

Westfield School buys its supply of salbutamol inhalers from a local pharmacy. 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 appropriately in the temperate conditions specified in the manufacturer's instructions, out of reach and sight of pupils, but not locked away.

Expired or used-up emergency inhalers are returned to a local pharmacy to be recycled. Spacers must not be reused in school but may be given to the pupil for future home-use. Emergency inhalers may be reused, if they have been properly cleaned after use.

In line with Westfield School Supporting Pupils with Medical Conditions Policy and First Aid Policy, appropriate support and training will be provided for relevant staff.

Whenever the emergency inhaler is used, the incidence 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 in writing.

A designated staff member, appointed by the Headteacher/Head of School, is responsible for overseeing the protocol for the use of the emergency inhaler, monitoring its implementation, and maintaining an asthma register.

The designated staff member who oversees the supply of salbutamol inhalers is responsible for:

- Checking that inhalers and spacers are present and in working order, with enough 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

### **Symptoms of an asthma attack**

Members of staff will look for the following symptoms of asthma attacks in pupils:

- Persistent coughing (when at rest)
- Shortness of breath (breathing fast and with effort)
- Wheezing
- Nasal flaring
- Complaints of tightness in the chest
- Being unusually quiet
- Difficulty speaking in full sentences

Younger pupils may express feeling tightness in the chest as a 'tummy ache'.

### **Response to an asthma attack**

In the event of an asthma attack, staff will follow the procedure outlined below:

- Keep calm and encourage pupils to do the same
- Encourage the pupil to sit up and slightly forwards – do not hug them or lie them down
- If necessary, call another member of staff to retrieve the emergency inhaler – do not leave the affected pupil unattended
- If necessary, summon the assistance of a member of suitably trained first aid staff to care for the pupil and help administer an emergency inhaler
- Ensure the pupil takes two puffs of their reliever inhaler (or the emergency inhaler) immediately, preferably through a spacer
- Ensure tight clothing is loosened
- Reassure the pupil

Staff will not administer any medication where they have not been trained to do so.

If there is no immediate improvement, staff will continue to ensure the pupil takes 2 puffs of their reliever inhaler every two minutes, until their systems improve, but only up to a **maximum of 10 puffs**. If there is no improvement before the pupil has reached 10 puffs:

- Call 999 for an ambulance
- If an ambulance does not arrive within 10 minutes, administer another 10 puffs of the reliever inhaler as outlined above

Staff will call 999 immediately if:

- The pupil is too breathless or exhausted to talk
- The pupil is going blue
- The pupil's lips have a blue or white tinge
- The pupil has collapsed
- You are in any doubt

### **Emergency procedures**

Staff will never leave a pupil having an asthma attack unattended. If the pupil does not have their inhaler to hand, staff will send another member of staff or pupil to retrieve their spare inhaler.

As reliever medicine is very safe, staff will be made aware that the risk of pupils overdosing on reliever medicine is minor. Staff will send another pupil to get another member of staff if an ambulance needs to be called. The pupil's parent will be contacted immediately after calling an ambulance.

A member of staff should always accompany a pupil who is taken to hospital by ambulance and stay with them until their parent arrives. Generally, staff will not take pupils to hospital in their own car unless in exceptional circumstances, e.g. where a pupil needs professional medical attention and an ambulance cannot be procured.

### **Record keeping**

At the beginning of each school year, or when a child joins a Westfield 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.

### **Exercise and physical activity**

Games, activities and sports are an essential part of school life for pupils. All teachers will know which pupils in their class have asthma and will be aware of any safety requirements.

Pupils with asthma are encouraged to participate fully in PE lessons when they can do so. Pupils whose asthma is triggered by exercise will be allowed ample time to thoroughly warm up and cool down before and after the session.

During sports, activities and games, each pupil's labelled inhaler will be kept in a box at the site of the activity. Classroom teachers will follow the same guidelines as above during physical activities in the classroom.

### **The school environment**

Westfield School do all that we can to ensure the school environment is favourable to pupils with asthma.

### **Monitoring and review**

This policy will be reviewed in line with the published schedule at the front of this document, and at any point material changes require it, by the Headteacher in collaboration with the Board appointed Governors and Senior Leadership.