

Asthma Documentation for Schools 2014

The contents of this guidance has been adopted by Kingsmead School. Please note there are some specific differences.

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SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

**Statutory guidance for governing bodies of maintained schools
and proprietors of academies in England
(April 2014)**

The child's role in managing their own medical needs

33.

- Wherever possible, children should be allowed to ... access their medicines for self medication quickly and easily.
if it is not appropriate for a child to self manage, then relevant staff should help to administer medicines.

Managing medicines on school premises

35.

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

Unacceptable Practice

43.

- To prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.

Guidance on the use of emergency salbutamol inhalers in school Department of Health (September 2014)

- Please refer to this document if your school has a salbutamol inhaler for use in emergencies or would like to acquire one.

KINGSMEAD SCHOOL 2015-2016 ASTHMA POLICY

This school:

- Welcomes pupils with asthma.
- Recognises asthma as a serious but controllable condition.
- Encourages pupils with asthma to achieve their potential in all aspects of school life.
- Recognises the need for immediate access to inhalers.
- Will commence a school asthma care plan for pupils with asthma in partnership with parents and maintain an asthma register.
- Will arrange training which will ensure that staff are aware of asthma and are able to manage an asthma attack - this will include giving emergency treatment.
- Will inform parents of asthma attacks and any treatment given.
- Does not assume responsibility for the routine treatment of asthma (preventative therapy) which remains the prerogative of the parent in conjunction with their GP.

RECORD KEEPING

On school entry pupils with asthma should be identified (see flow chart). The Asthma consent form provided should be completed. An Asthma care plan should be commenced.

An asthma register should be maintained (this should be accessible to staff and a copy kept with the schools emergency inhaler if they have one).

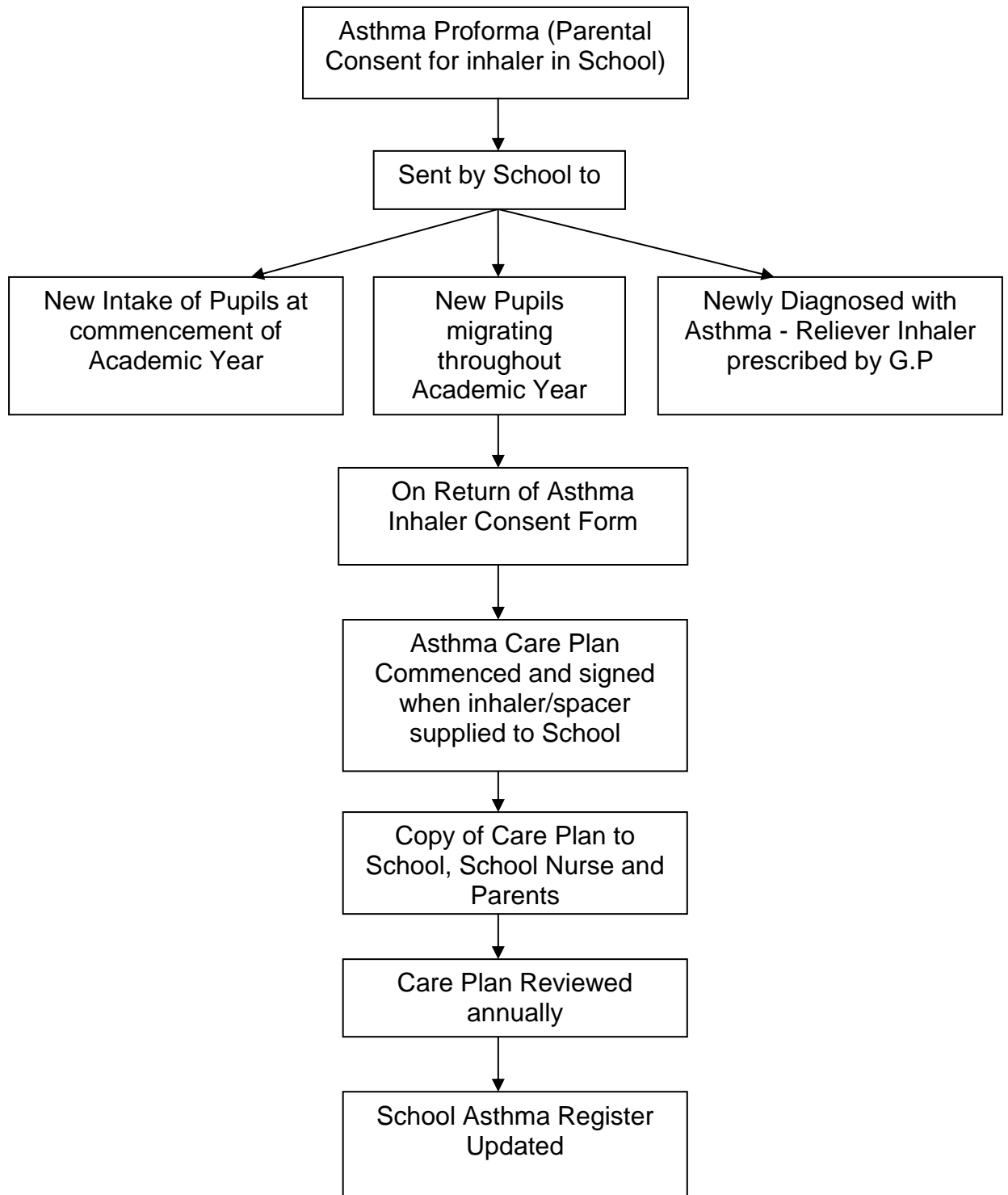
It may be helpful in static class rooms to have a list of pupils with asthma in or near the teacher's desk- particularly when supply teachers are employed.

A record of use of the pupil's inhaler/schools emergency inhaler must be kept on the log sheet provided, with all details completed.

A copy of the notification letter should be given to the parent/carer and also a copy kept on the pupil's record.

If the same pupil has to use the inhaler more than once a term they should be brought to the attention of the school nurse. This may indicate a pupil is inadequately treated and therefore at risk.

Identification of Pupil requiring Asthma Care Plan





**Kingsmead School 2015-2015
Asthma Register**

Name:

**Expiry Date of
Inhaler:**

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This document has person identifiable information. Please follow your school's information governance policy

Kingsmead School 2015-2016



Asthma Care Plan and Medication: Consent

If your child has been diagnosed with asthma and/or has been prescribed reliever therapy (Blue inhaler) please complete the first part of this form which gives your consent for school staff to give this if required.

In the event of my child displaying symptoms of asthma or prior to PE (if required), I consent for my child to receive their own reliever inhaler. I understand Kingsmead School does not keep an emergency inhaler. This is reviewed on an annual basis in accordance with our school Medical Policy.

Name of child:

Date of birth:

School:

Name of Inhaler: Number of Puffs:

Signed Parent/Guardian _____ **Date** _____

Parent's Contact Number:

If your child has an asthma attack the schools emergency procedure will followed.

A copy of your child's school asthma care plan will be sent to you.

Please ensure that your child has a **SPARE reliever inhaler** and **spacer** kept in school and that your child's inhaler is within its **expiry date**.

N.B: High School Pupils

Please ensure your child carries their own reliever inhaler in school. A spare reliever inhaler and spacer should also be kept in school for emergencies. If your child experiences breathing problems, especially at night or after exercise, or when laughing or crying, or he/she suffers from repeated chest infections please contact your School Nurse.

Kingsmead School 2015-2016

School Asthma Care Plan

Name: _____

D.O.B: _____

School: _____

<u>Identified Need</u>	<u>Action Plan</u>	<u>Step 1</u>	<u>Date:</u>
<p><i>To promote Optimum health by maintaining good control of Asthma symptoms.</i></p>	<p><i>School staff are able to identify when reliever inhaler is needed.</i></p> <p><i>Consent for medication in school (Including school emergency salbutamol if available)</i></p> <p><i>Easy access to inhalers whilst in school</i></p> <p><i>To monitor and record inhaler use</i></p>	<p><u>Step 1</u></p> <p><i>Staff Training completed</i></p>	
		<p><u>Step 2</u></p> <p><i>To ensure appropriate consent forms are signed.</i></p>	<p><i>Consent form sent to parents:</i></p>
		<p><u>Step 3</u></p> <p><i>Parents to supply inhaler and spacer.</i></p>	
		<p><u>Step 4</u></p> <p><i>Parents to check expiry dates and change accordingly.</i></p>	<p><i>Inhaler expiry date:</i></p>
		<p><u>Step 5</u></p> <p><i>School staff should complete audit form and inform parent when reliever inhaler used during school day</i></p>	

Triggers (if known).....

Signatures: _____
 Parent/carer School staff Date

Review annually-

Guidelines RE- School Asthma Careplans



The School Nurse Should:

1. Provide each school with a copy of the asthma documents.(These can be E mailed to the school)
2. Advise each school to send a copy of the Asthma proforma headed '**Asthma Care Plan and Medication Consent**' to:
 - i) All the new September entrants.
 - ii) All new pupils who migrate during the school year.
 - iii) All the pupils known to have asthma that are listed on the school pupil data bank.
3. 5+ Questionnaires- if the child has an inhaler, a care plan should be commenced and the parent consent letter completed.

The School is advised to:

1. Commence a care plan for each child who has an inhaler (as highlighted by the return of the asthma proforma).
2. A copy of the care plan should be :
 - i) Sent to parents/ carer
 - ii) Kept in an accessible Asthma Folder
 - iii) Given to the school nurse
3. A list of pupils with care plans should be kept and reviewed annually. This asthma register should also be kept with the school emergency salbutamol inhaler (if school have an inhaler).

HOW TO RECOGNISE AN ASTHMA ATTACK



The signs of an asthma attack are

- Persistent cough (when at rest)
- A wheezing sound coming from the chest (when at rest)
- Difficulty breathing (the child could be breathing fast and with effort, using all accessory muscles in the upper body)
- Nasal flaring
- Unable to talk or complete sentences. Some children will go very quiet.
- May try to tell you that their chest 'feels tight' (younger children may express this as tummy ache)

CALL AN AMBULANCE IMMEDIATELY AND COMMENCE THE ASTHMA ATTACK PROCEDURE WITHOUT DELAY IF THE CHILD

- Appears exhausted
- Has a blue/white tinge around lips
- Is going blue
- Has collapsed

EMERGENCY PROCEDURE

WHAT TO DO IN THE EVENT OF AN ASTHMA ATTACK

- **Keep calm and reassure the child**
- **Encourage the child to sit up and slightly forward**
- **Use the child's own inhaler – if not available, use the emergency inhaler**
- **Remain with the child while the inhaler and spacer are brought to them**
- **Immediately help the child to take two puffs of salbutamol via the spacer**
- **If there is no immediate improvement, continue to give two puffs at a time every two minutes, up to a maximum of 10 puffs**
- **Stay calm and reassure the child. Stay with the child until they feel better. The child can return to school activities when they feel better**
- **If the child does not feel better or you are worried at ANYTIME before you have reached 10 puffs, CALL 999 FOR AN AMBULANCE**
- **If an ambulance does not arrive in 10 minutes give another 10 puffs in the same way**

Kingsmead School 2015-2016
Notification to parent



Date:

Dear Parent/Guardian of :

Your child has had problems with his/her breathing today which has required the use of their **own inhaler/spare inhaler kept in school** (delete as appropriate).

Since this may indicate your child's asthma is not well controlled at this time you are strongly advised to see your own doctor or practice nurse as soon as possible. If your child needs to use their reliever medication 3 times a week or more, seek a medical review.

Date	Time	Number of puffs	Where/Activity (eg.classroom/PE)	Given By

Yours sincerely

Mrs Richardson
First Aid Officer

Kingsmead School 2015-2016
Record of Inhaler Use (Audit Form)



Name	Date	Time	No. of puffs	Where /activity eg. classroom/ PE	Child's own Inhaler	School Inhaler	Parent letter	Given By

NAME OF SCHOOL _____

Please keep copies of this form in the First Aid Room.

HOW TO USE A SPACER DEVICE

1. Remove the cap from the spray and shake gently five or six times. Prime the inhaler (spray 2 puffs) then re-shake.
2. Put the inhaler into the hole at the end of the spacer.
3. Put the mouthpiece into the child's mouth keeping their lips behind the ring. Make sure the child's lips are sealed around the mouthpiece.
4. Encourage the child to breathe in and out slowly and gently (i.e. normally). You may hear a clicking noise which is the valve opening and closing- this is normal. If the child cannot move the valve, tilt the inhaler end of the spacer to keep the valve open.
5. Continue with this breathing pattern and press the medication canister down once (**one puff**). Leave the spacer in the mouth while **five** more breaths are taken.
6. Repeat as above if more puffs are required.
7. Shake the inhaler after every **2** puffs.
8. Remove the spacer from the child's mouth.

Pupil's own Spacer

After use, the pupil's spacer should be washed in warm soapy water, not rinsed, and then left to dry naturally. You should not dry it with paper or tea towels.

In addition the spacer should be washed at the end of each term and inspected for signs of wears, cracks etc.

School Spacer and inhaler

To avoid possible risk of cross-infection, local guidance advises that the **school's plastic spacer** and the **school's emergency inhaler** should **not be reused**. The spacer can be given to the child for further personal use. The inhaler should be disposed of (refer to the DoH document below page 12) Please ensure school has a spare inhaler and spacer to replace as necessary. *

Guidance on the use of emergency salbutamol inhalers in schools DoH(Sept 2014) provides information on supply, storage, disposal and care of inhaler. *

*Please note the school does not hold a universal inhaler.

Kingsmead School 2015-2016



Date:

Dear Parent / Carer of:

Name:

D.O.B:

We are currently reviewing your child's School Asthma Care Plan. Would you kindly return the form so that the care plan can be updated.

1. My child still requires a reliever inhaler in school.

Name of inhaler: Number of Puffs:

2. My child no longer requires a reliever inhaler or care plan in school

Please tick the appropriate box and return to school.

Parent / Carer Signature

Date

If you have any queries about your child's asthma care plan please contact your School Nurse. Please ensure that your child has a **spare reliever inhaler and spacer in school** and it is within its **expiry date**.

Yours sincerely

Mrs Richardson
First Aid Officer

Staffordshire and
Stoke on Trent Partnership



NHS Trust

Dear GP of:

Date:.....

Name:

D-O-B

In accordance with the School Asthma Policy formulated by Staffordshire and Stoke-on-Trent Partnership Trust, alongside the DfE Supporting pupils with medical conditions document we are advising schools and parents that every child who has been prescribed a reliever inhaler should have a spare reliever inhaler and spacer for use in school.

We are implementing individual school asthma care plans for each child to ensure they have immediate access to their reliever inhaler in school.

Would you kindly prescribe a reliever inhaler and spacer to be used in school.

Thank you for your attention.

Yours Sincerely
School Health Service

Kingsmead School 2015-2016
First Aid Room



Date:

Dear Parent/Carer of:

I am informing you that your child's school asthma reliever inhaler has expired or is due to expire.

Would you kindly bring a new reliever inhaler into school as soon as possible.

Yours sincerely,

Mrs M Richardson
First Aid Officer.

References:

Asthma UK. Developing A School Asthma Policy www.asthma.org.uk
(accessed: 07-07-14)

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Children and Young People and Maternity Services.2004

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5-15 years, March 2002) www.nice.org.uk (accessed :01-07-2014)