



Policy Title:	Asthma Policy
Version:	1.0
Member of Staff Responsible:	Headteacher - GWH
Responsible:	Full Governing Body
Status:	Statutory
Date adopted by governing body:	12/11/2009
Cycle of Review:	Two years
Date for next Review:	16/03/25

Change Record		
Version	Date	Description
1.1	19/2/18	Changes to job titles. "Asthma register" change to MIS. Clarification of first aid procedures etc
1.2	22/2/21	No changes made.
1.3	17/3/23	Role update (Operations Manager), remove reference to Asthma Card, remove reference to College Nurse
1.4		

"Settle College promotes the safeguarding and welfare of children in its care; all policies support the "Safeguarding Policy"

ASTHMA POLICY

This college recognises that asthma is a widespread, serious but controllable condition affecting many students at the college. The college positively welcomes all students with asthma. This college encourages students with asthma to achieve their potential in all aspects of college life by having a clear policy that is understood by college staff, their employers (the local education authority) and students. Supply teachers and new staff are also made aware of the policy.

Asthma Medicines

- Immediate access to reliever medicines is essential. Students with asthma are encouraged to carry their reliever inhaler in their college bag.
- Where the condition is acute, parents/carers are asked to ensure that the college is provided with a labelled spare reliever inhaler which is kept in the School's medical cupboard. All inhalers must be labelled with the child's name by the parent/carer. All college staff will let students take their own medicines when they need to.
- The college holds an emergency salbutamol inhaler and spacer to be used in the event of students forgetting their medication. This can only be used by students whose parent/carer has previously alerted college that they have been prescribed a salbutamol inhaler.

Record Keeping

- At the beginning of each college year or when a child joins the college, parents/carers are asked if their child has any medical conditions including asthma on their enrolment form.
- The Parent/Carer will supply details of their child's medical condition and any medication required at school. The parent/carer should seek guidance from their GP if necessary. Parents/carers are also asked to update school if their child's medicines, or how much they take, changes during the year.
- This information is entered into the school MIS, which is available to all college staff.

Exercise & Activity - PE and Games

- Taking part in sports, games and activities is an essential part of college life for all students. All teachers know which children in their class have asthma and all PE teachers at the college are aware of which students have asthma from the college's MIS.
- Students with asthma are encouraged to participate fully in all PE lessons. PE teachers will allow students 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. If a student 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.

Out of Hours Sport

- The health benefits of exercise are well documented for all children and young people, including those with asthma. It is therefore important that the college involve students with asthma as much as possible in after college clubs.
- PE teachers, classroom teachers and out-of-hours college sport coaches are aware of the potential triggers for students with asthma when exercising, tips to minimise these triggers and what to do in the event of an asthma attack.

College Environment

- The college does all that it can to ensure the college environment is favourable to students with asthma. The college does not keep furry or feathery animals and smoking is not permitted anywhere on site. Risk Assessments are in place for

science experiments and all reasonable control measures are taken. Students with asthma will be attended to by a First Aider if fumes trigger their asthma.

Making the College Asthma Friendly

- Asthma can be included in the National Curriculum in science, design & technology, geography, history and PE.

When a student is falling behind in lessons

- If a student is missing a lot of time at college 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 college nurse and special education needs co-ordinator about the student's needs.
- The college recognises that it is possible for students with asthma to have special education needs due to their asthma.

Asthma Attacks

- Asthma UK posters are displayed in the Staff Room to ensure that all staff who come into contact with students with asthma know what to do in the event of an asthma attack.

Roles and Responsibilities

Employers

Employers have a responsibility to:

- Ensure the Health and Safety of their employees (all staff) and anyone else on the premises or taking part in college activities (this includes students). This responsibility extends to those staff and others leading activities taking place off site, such as visits, outings or field trips. Employers therefore have a responsibility to ensure that an appropriate asthma policy is in place.
- Make sure the asthma policy is effectively monitored and updated.
- Provide indemnity for teachers who volunteer to administer medicine to students with asthma who need help.

Head Teachers and Principals

Head Teachers and Principals have a responsibility to:

- Plan an individually tailored college asthma policy with the help of college staff, college nurses, local education authority advice and the support of their employers.
- Plan the College's asthma policy in line with devolved national guidance.
- Liaise between interested parties - college staff, college nurses, parents/carers, governors, the health service and students.
- Ensure the plan is put into action, with good communication of the policy to everyone.
- 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 college asthma policy.
- Regularly monitor the policy and how well it is working.
- Delegate a staff member to check the expiry date of spare reliever inhalers and maintain the college medical information. At Settle College this will be the Operations Manager.

College Staff

All college staff have a responsibility to:

- Understand the college asthma policy.
- Know how to find out which students they come into contact with have asthma.
- Know what to do in an asthma attack.

- Allow students with asthma immediate access to their reliever inhaler.
- Alert First Aiders if a student has an asthma attack.
- Alert Student Services if a student is using more reliever inhaler than they normally would (Student Services liaise with parents).
- Ensure students have their asthma medicines with them when they go on a college trip or out of the classroom.
- Ensure students who have been unwell catch up on missed college work.
- Be aware that a student may be tired because of night time symptoms.
- Keep an eye out for students with asthma experiencing bullying.
- Liaise with parents/carers, Student Services, Head of Year and the Special Educational Needs Department if a child is falling behind with their work because of asthma.

PE Teachers

PE Teachers have a responsibility to:

- Understand asthma and the impact it can have on students. Students with asthma should not be forced to take part in activity if they feel unwell. They should also not be excluded from activities that they wish to take part in if their asthma is well controlled.
- Ensure students have their reliever inhaler with them during activity or exercise and are allowed to take it when needed.
- If a student has asthma symptoms while exercising, allow them to stop, take their reliever inhaler and as soon as they feel better allow them to return to activity. (Most students with asthma should wait at least 5 minutes).
- Remind students with asthma whose symptoms are triggered by exercise to use their reliever inhaler immediately before warming up.
- Ensure students with asthma always warm up and down thoroughly.

Individual doctor/asthma nurse of a child or young person with asthma

Doctors and asthma nurses have a responsibility to:

- Advise parents/carers about managing the illness in school.
- Ensure the child or young person knows how to use their asthma inhaler (and spacer) effectively.
- Provide the college with information and advice if a child or young person in their care has severe asthma symptoms (with the consent of the child or young person and their parents/carers).

Students

Students have a responsibility to:

- Treat other students, with or without asthma, equally.
- Let any student having an asthma attack take their reliever inhaler (usually blue) and ensure a member of staff is called.
- Tell their parents/carers, teacher or PE teacher when they are not feeling well.
- Treat asthma medicines with respect.
- Know how to gain access to their medicine in an emergency.
- Know how to take their own asthma medicines.

Parents/carers

Parents/Carers have a responsibility to:

- Tell the college if their child has asthma.
- Ensure the college has complete and up to date medical information for their child.
- Inform the college about the medicines their child requires during college hours.
- Inform the college of any medicines the child requires while taking part in visits, outings or field trips and other out of college activities such as college team sports.
- Tell the college about any changes to their child's medicines, what they take and how much.

- Inform the college 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 the child's reliever inhaler (and spacer where relevant) is labelled with their name.
- If the condition is acute, provide the college with a spare reliever inhaler labelled with their child's name.
- Ensure the 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 college.
- Ensure their child catches up on any college work they have missed.
- Ensure their child has regular asthma reviews with their doctor or asthma nurse (every 6 - 12 months).