

ASTHMA POLICY

The OHC&AT Board of Directors has agreed this Policy and as such, it applies across the organisation – 29th June 2018.

Jay Mercer
Chair of OHCAT Board



Darren Coghlan
Chair of OHC Board



Asthma Policy

INTRODUCTION

Orchard Hill College and Academy Trust (OHC&AT) is committed to providing outstanding educational opportunities for all our pupils and students. Supporting the health and wellbeing of pupils and students in all OHC&AT settings is a crucial part of enabling effective learning and ensuring equality of opportunity for all.

This policy applies to all OHC&AT settings and is written with reference to: 'Supporting Pupils in Schools with Medical Conditions' (DfE 2014); 'Guidance on the Administration of Emergency Salbutamol Inhalers in Schools' (DoH 2014); Asthma UK's 'School Policy Guidelines' (2006) and 'Medical Conditions Awareness Sessions' (2007); 'National Service Framework for Children, Young People and Maternity Services' (DfE/DoH 2004); and 'Choosing Health: Making Healthy Choices Easier' (DoH, 2004). This policy should be read in conjunction with the Administration of Medication and Prescribed Substances in College Policy and the Supporting Pupils in Schools with Medical Conditions Policy.

INHALERS

Pupils' and students' inhalers will always be readily available, either in the pupil/student's classroom or in supervised areas of the College or Academy.

Inhalers will be taken with the pupil/student or staff when out in the community.

If a pupil/student has exercise-induced asthma they will be encouraged to take their reliever before the session and to warm up and down before and after the session. If they need to use the inhaler during exercise they will be encouraged to do so.

Every OHC&AT setting will keep an emergency salbutamol inhaler and compatible spacer in accordance with the Government's Human Medicines Regulations 2014. This can be used if the pupil or student's own inhaler is not available. This emergency inhaler will only be used for pupils/students who have asthma and where parents/carers have signed a consent form for its use. A register of pupils/students permitted to use the emergency inhaler will be kept with the inhaler and spacer. Each OHC&AT setting will keep a record of use and inform parents/carers when a pupil or student has used the emergency inhaler

RESPONSIBILITIES

Within OHC&AT

Directors will:

- Review this policy every three years

Within each OHC&AT setting

Governors will:

- Annually review procedures relating to asthma support

Senior Leadership Teams will:

- Monitor, identify and respond to any issues relating to asthma management within College/Academies
- Ensure that this policy is implemented effectively at College/Academies
- Ensure that staff are aware of this policy and related procedures

Orchard Hill College Nursing Team will:

- Evaluate the implementation and effectiveness of the guidelines
- Update this policy according to the most recent guidance and legislation
- Provide training and guidance to staff as necessary
- Maintain a register of all College students who have asthma and update it yearly
- Create a plan of care where necessary for the use of inhalers
- Facilitate the administration of asthma medication at College in conjunction with teaching staff
- Follow procedures as outlined by Asthma UK. This procedure will be available in each College and Academy setting (see Appendix 1)
- Monitor monthly the expiry dates of the emergency salbutamol inhaler and spacers kept at each College venue, and keep an audit of use
- Monitor safe storage systems in College, including risk assessments as required, to ensure that students with asthma can easily and reliably access their medication

Staff responsible for medical needs in Academies will:

- Maintain a register of all Academy students who have asthma and update it yearly
- Create a plan of care where necessary for the use of inhalers
- Facilitate the administration of asthma medication at school in conjunction with teaching staff
- Follow procedures as outlined by Asthma UK. This procedure will be available in each College and Academy setting (see Appendix 1)
- Monitor monthly the expiry dates of the emergency salbutamol inhaler and spacers kept at their Academy, and keep an audit of use
- Monitor safe storage systems within the Academy, including risk assessments as required, to ensure that students with asthma can easily and reliably access their medication

Parents/carers will:

- Inform the College/Academy if the pupil or student in their care is diagnosed with asthma, including asthma triggers and copies of asthma action plans
- Ensure the College/Academy is provided with named prescribed reliever medication for the pupil or student and instructions for use (regular and or emergency)

- Provide a 'spacer' (and mask) if this is normally used
- Sign a consent form for the administration
- Keep the College/Academy updated with any changes to the treatment or presentation of the pupil or student's asthma, **including history of asthma attacks**
- Keep the pupil or student at home if unwell with asthma

Teaching staff will:

- Be aware of the health needs of the pupils/students in their care
- Recognise that a student who has asthma may need their inhaler
- Follow procedures as outlined by Asthma UK. This procedure will be available in each College and Academy setting (see Appendix 1)
- Facilitate the administration of the inhaled medication to the pupil/student
- Inform Nursing staff that medication is needed/has been administered (OHC only)
- Inform parents/carers that medication has been administered (all OHC&AT settings)
- Be aware of the possible side effects of salbutamol – pupils/students may feel a bit shaky or may tremble, or they may say their heart is beating faster

All staff will:

- Ensure they are aware of and adhere to this policy and related procedures

POLICY REVIEW DETAILS

<i>Version:</i>	1.1
<i>Reviewer:</i>	Nurse Team
<i>Approval body:</i>	Family Board
<i>Date this version approved:</i>	29 th June 2018
<i>Due for review:</i>	Summer 2021

RELATED POLICIES AND PROCEDURES

Administration of Medications and Prescribed Substances in College Policy
Child Protection Adult Protection & Safeguarding Policy
Delegation of Duty Policy
Health & Safety Policy
Supporting Pupils in School with Medical Conditions Policy

Appendix 1: Asthma at School or College – Policy Guide

Common signs of an asthma attack

- Coughing
- Shortness of breath
- Wheezing
- Feeling tight in the chest
- Being unusually quiet
- Difficulty in speaking in full sentences

What to do

- Keep calm
- Encourage the student to sit up and slightly forward – do not hug or lie them down
- Make sure the student takes two puffs of reliever inhaler immediately (preferably through the spacer)
- Loosen tight clothing
- Reassure

If there is no immediate improvement

- Continue to make sure the student takes one puff of reliever inhaler every minute for up to a maximum of 10 puffs
- If the student feels worse or doesn't feel better after 10 puffs call 999 for an ambulance
- After 15 minutes repeat one puff every minute up to 10 puffs while they're waiting for an ambulance

Also call 999 urgently if:

- The student is too breathless or exhausted to talk
- The student's lips are blue
- Or if you are in doubt

Important things to remember in an asthma attack

- Never leave a student having an asthma attack
- If the student does not have their inhaler and/or spacer with them, send another member of staff to their class room to get them
- In an emergency situation staff are required under common law, duty of care, to act like any reasonably prudent parent/carer
- Reliever medicine is very safe. During an asthma attack do not worry about a student overdosing.
- Send for help if an ambulance needs to be called.
- Contact parents/carers immediately after calling an ambulance.
- A member of staff should accompany a student taken to hospital by ambulance and stay with them until their parent/carer arrives.

After a minor asthma attack

- Minor attacks should not interrupt the involvement of a pupil/student with asthma in College or Academy life. When the pupil/student feels better they can return to College or Academy activities.
- Parents/carers must always be told if the pupil/student has had an asthma attack.