

# St. Colman's Primary School/ Annaclone



**Annaclone**

# Asthma Policy

# Vision Statement

## Vision Statement

To be an inclusive, caring School where childhood and community are valued; one, which inspires learning for life and develops the personal qualities needed to succeed in a rapidly changing World. This vision will be best realised as we undergo a continual journey of collaboration and progress through partnership, leading to excellence.

## Mission Statement

**We believe that each child will succeed through experiencing quality in:**

- ❑ A broad and challenging curriculum
- ❑ Innovative teaching and an investigative approach to learning
- ❑ A stimulating learning environment
- ❑ An enriching programme of extra-curricular activities and visits
- ❑ A rich, varied and up-to-date range of learning resources
- ❑ An ethos of support, challenge and encouragement to succeed
- ❑ Learning partnerships between the school, home and parish community

**We demonstrate our commitment to working as a learning community by:**

- ❑ Striving for continuous improvement in all that we do
- ❑ Working collaboratively towards common goals

## Aims for the Pupils

St. Colman's Primary School and All Saints' Nursery Unit (Annaclone), promote high achievement and learning for life by working with the staff and children to:

- ❑ Develop enquiring minds and a spirit of curiosity
- ❑ Promote well-being and the importance of a healthy work/life balance
- ❑ Encourage excellence and the development of new skills
- ❑ Ensure the children in our school are immersed in their community but are also forward facing and expansive in outlook
- ❑ Achieve their highest standards in all areas of the curriculum

- ❑ Have high self-esteem - respecting themselves, others and the environment by our positive approach to behaviour thus ensuring that each individual is motivated to do his/her best
- ❑ Utilise and provide opportunities to develop their thinking skills enabling them to work independently or collaboratively
- ❑ Be an integral part of the Parish community - one which fosters a faith commitment to Christ and prepares pupils for a fuller participation in the life of the Church
- ❑ Seek to extend themselves in mind, body and spirit
- ❑ Become highly motivated life-long learners
- ❑ Gain advanced technological skills and an awareness of Global Issues
- ❑ Be flexible and adaptable for the modern world

## Our School Values:

- Happiness and enjoyment
- Effort, attitude and perseverance
- Team, school and community spirit
- Honesty, fairness and trustworthiness
- Respect and tolerance
- Politeness, kindness and caring
- High standards of behavior
- Partnerships and collaboration



## Ethos of the School

St Colman's Primary School and All Saints' Nursery Unit sets out to create a caring and supportive environment, where all children can develop intellectually, emotionally, physically, socially, morally and spiritually.

In addition, the delivery of the curriculum is designed to develop interest and motivation in children using enthusiastic teaching and interesting and relevant learning activities.

- Children are encouraged to achieve high standards and are given as much help as they may need in order to achieve success.
- There are many extra-curricular activities that encourage co-operation and discipline through team games. Children are further encouraged through a variety of musical/dramatic productions to develop self-discipline.
- Within this context there is a code of discipline that is consistently enforced to ensure that the education of children takes place in an orderly and caring environment.
- Through continual monitoring of individual children's achievements, class teachers provide work pitched at a level that challenges each child yet does not frustrate.
- Good relationships within the School are vital. The staff set an example by working well together with a harmony of purpose and providing an interesting and caring environment within their classrooms.
- As part of the pastoral dimension of the School, children are taught how to care for others, to respect other people's points of view and to respect property. Children are encouraged to contribute to charity and to help people who are less fortunate than themselves.

## **BACKGROUND**

This policy has been written with advice from Asthma UK, the school health service, teachers, parents/carers, the governing body and pupils. This school recognises that asthma is a widespread, serious but controllable condition affecting many pupils at the school. The school positively welcomes all pupils with asthma.

This school encourages pupils with asthma to achieve their full potential in all aspects of school life by having a clear policy that is understood by school staff, their employers and pupils. Supply teachers and new staff are also made aware of the policy. All staff who come in to contact with pupils with asthma are provided with training on asthma from the school. This policy will form part of the school's Medication and Pastoral Care Policies.

## **ASTHMA MEDICINES**

Immediate access to reliever medicine is essential. The reliever inhalers of younger children are kept in the Principal's office in the medicine cabinet.

Parents/carers are asked to ensure that the school is provided with a labelled spare reliever inhaler and complete the appropriate parental consent forms. All inhalers must be labelled with the child's name by the parent/carer.

School staff are not required to administer asthma medicines to pupils, however some staff are happy to do this. School staff who agree to administer medicines are insured by the EA or CCMS when acting in agreement with this policy. *All school staff will let pupils take their own medicines when they need to and supervise pupil while doing so and complete the appropriate medication forms.*

## **RECORD KEEPING**

At the beginning of each school year or when a child joins the school, parents/carers are asked if their child has any medical conditions, including asthma, on their enrolment form. Parents are asked to keep the school informed of any changes in medication or medical condition.

Each teacher receives a class list which states which children require medication. This is kept in the teacher's planning folder. Parents are asked to send in their child's asthma action plan to the school.

## **EXERCISE & ACTIVITY - PE & GAMES**

Taking part in sports, games and activities is an essential part of school life for all pupils. All teachers know which children in their class have asthma from the school'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. If a pupil needs to use their inhaler during a lesson, they will be encouraged to do so.

### **AFTER SCHOOL SPORT**

There has been a large emphasis in recent years on increasing the number of children and young people involved in exercise and sport in and outside of school. The health benefits of exercise are well documented and this is also true for children and young people with asthma. It is therefore important that the school involve pupils with asthma as much as possible in after school clubs.

Classroom teachers and out-of-hours sport coaches are aware of the potential triggers for pupils with asthma when exercising, tips to minimise these triggers and what to do in the event of an asthma attack. All staff have been provided with training from the nurse who has been specifically trained in asthma.

### **SCHOOL ENVIRONMENT**

The school does all that it can to ensure the school environment is favourable to pupils with asthma. School has a definitive no-smoking policy. As far as possible, the school does not use chemicals in science and art lessons that are potential triggers for pupils with asthma. Pupils with asthma are encouraged to leave the room and go and sit in the school office if particular fumes trigger their asthma.

### **MAKING THE SCHOOL ASTHMA-FRIENDLY**

The school ensures that all pupils understand asthma. Asthma can be included in the Foundation Stage and Key Stage 1 and 2 Curriculum in science and technology, WAU, PE etc.

### **WHEN A PUPIL IS FALLING BEHIND IN LESSONS**

If a pupil is missing a lot of time at school 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. The school recognises that it is possible for pupils with asthma to have special education needs due to their asthma.

### **ASTHMA ATTACKS**

Most staff who come into contact with pupils with asthma know what to do in the event of an asthma attack. In the event of an asthma attack, the school follows the procedure outlined in Appendix 1.

## **ROLES & 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 school activities (including pupils). 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 regularly updated;
- report to parents/carers, pupils, school staff and local health authorities about the successes and failures of the policy; and to
- provide indemnity for teachers who volunteer to administer medicine to pupils with asthma who need help.

### **HEAD TEACHER**

Head teachers and principals have a responsibility to:

- plan an individually tailored school asthma policy with the help of school staff, school nurses, local education authority advice and the support of their employers;
- plan the school's asthma policy in line with devolved national guidance;
- liaise between interested parties - school staff, school nurses, parents/carers, governors, the school health service and pupils;
- 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 school asthma policy;
- regularly monitor the policy and how well it is working;
- delegate a member of staff (secretary) to check expiry dates of spare reliever inhalers; and
- report back to their employers about the school asthma policy.

### **SCHOOL STAFF**

All school staff have a responsibility to:

- understand the school asthma policy;
- know which pupils they come into contact with who have asthma;
- know what to do in an asthma attack;
- allow pupils with asthma immediate access to their reliever inhaler;
- tell parents/carers if their child has had an asthma attack;
- tell parents/carers if their child is using more reliever inhaler than they usually would;
- ensure pupils have their asthma medicines with them when they go on a school trip or out of the classroom;
- ensure pupils who have been unwell catch up on missed school 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 school nurse and special educational needs co-ordinators if a child is falling behind with their work because of their asthma;
- ensure pupils have their reliever inhaler with them during activity or exercise (if needed) and are allowed to take it as needed;
- if a pupil 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 pupils with asthma should wait at least 5 minutes);
- remind pupils with asthma whose symptoms are triggered by exercise to use their reliever inhaler immediately before warming up; ensure pupils with asthma always warm up and down thoroughly;

### **INDIVIDUAL DOCTOR/ASTHMA NURSE OF A CHILD WITH ASTHMA**

Doctors and asthma nurses have a responsibility to:

- complete a school asthma action plan;
- ensure the child knows how to use their asthma inhaler (and spacer) effectively;
- provide the school with information and advice if a child in their care has severe asthma symptoms (with the consent of the child and their parents/carers); and
- offer the parents/carers of every child a written personal asthma action plan. Every young person should also be offered a written personal asthma action plan themselves.

## **PUPILS**

Pupils have a responsibility to:

- 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, teacher when they are not feeling well;
- treat asthma medicines with respect;
- know how to gain access to their medicine in an emergency; and
- know how to take their own asthma medicines.

## **PARENTS/CARERS**

Parents/carers have a responsibility to:

- tell the school if their child has asthma;
- inform the school about the medicines their child requires during school hours;
- inform the school of any medicines the child requires while taking part in visits, outings or field trips and other out-of-school activities such as school team sports;
- tell the school about any changes to their child's medicines, what they take and how much;
- inform the school 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);
- provide the school with a reliever inhaler (and spacer where relevant) which is labelled with their child's name;
- ensure that their child's reliever inhaler is within its expiry date;
- keep their child at home if they are not well enough to attend school;
- ensure their child catches up on any school work they have missed;
- ensure their child has regular asthma reviews with their doctor or asthma nurse (every 6-12 months); and
- ensure their child has a written personal asthma action plan to help them manage their child's condition.

# Appendix 1

## WHAT TO DO IN THE EVENT OF AN ASTHMA ATTACK

It is essential for people who work with children and young people with asthma to know how to recognise the signs of an asthma attack and what to do if they have an asthma attack.

### What To Do

- Keep calm
- Encourage the child to sit up and slightly forward - do not hug them or lie them down;
- Make sure the child or young person takes 2 puffs of a reliever inhaler (usually blue) immediately - preferably through a spacer
- Ensure tight clothing is loosened
- Reassure the child

### If There is No Immediate Improvement

Continue to make sure the child or young person takes 1 puff of reliever inhaler every minute for 5 minutes or until their symptoms improve.

### Call 999 or a Doctor Urgently if:

- The child symptoms do not improve in 5-10 minutes;
- The child is too breathless or exhausted to talk;
- The child's lips are blue;
- You are in doubt.

Ensure the child takes 1 puff of their reliever inhaler every minute until the ambulance or doctor arrives.

### Common Signs of an Asthma Attack

- Coughing
- Shortness of breath
- Wheezing
- Tightness in the chest
- Being unusually quiet
- Difficulty speaking in full sentences
- Sometimes younger children express feeling tightness in the chest as a tummy ache

### After a Minor Asthma Attack

- Minor attacks should not interrupt the involvement of a pupil with asthma in school. When the pupil feels better they can return to school activities.
- The parents/carers must always be told if their child has had an asthma attack.

**Important Things to Remember in an Asthma Attack**

- Never leave a pupil having an asthma attack alone.
- In an emergency situation, school staff are required under common law, duty of care, to act like any reasonably prudent parent.
- Reliever medicine is very safe. During an asthma attack, do not worry about a pupil overdosing.
- Send another pupil to get another teacher/adult if an ambulance needs to be called.
- Contact the pupil's parents or carers immediately after calling the ambulance/doctor.
- A member of staff should always accompany a pupil taken to hospital by ambulance and stay with them until their parent or carer arrives.
- Generally staff should not take pupils to hospital in their own care. However, in some situations it may be the best course of action.
- Another adult should always accompany anyone driving a pupil having an asthma attack to emergency services.