



*In the Light of Jesus
we Learn to Shine*

St. Joseph's Catholic Primary School

Asthma Policy

Ratified by Governors

Date: 07.10.25

Document Status	
Reviewed	October 2025
Date of next Review	October 2028
Approval Body	Governing Body
Publication	School Website/Staff Policy folder

This policy must be reviewed every 3 years

NON - STATUTORY

We have carefully considered the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Background:

- This policy has been written in consultation with the Department for Education, Asthma UK, the Local Authority, local healthcare professionals, the School Health Service, 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 potential in all aspects of school life by having a clear policy that is understood by school staff, the Local Authority and pupils.
- New staff are also made aware of the policy. As a school we endeavour to ensure that All staff, who come into contact with pupils with asthma, are provided with regular training.

Asthma Medicines:

- Please see the Managing Pupils with Medical Conditions Policy for the procedure on administering treatment or medicines, including inhalers, in school.
- Immediate access to reliever medicines is essential. Parents/carers are asked to ensure that their child has a working, in-date inhaler, clearly labelled with their name for use in school. This inhaler will be securely kept in the child's classroom when regular/emergency use is required. Otherwise these are stored in the Medical Room. They are always stored in a sealed tub with the pupil's name, and photograph.
- In the event that a pupil's inhaler is not available or is un-usable, the school's emergency inhaler may be used. This inhaler is kept in the Medical Room.
- Teachers taking pupils out of the classroom for school trips or for planned physical exercise such as PE lessons are responsible for ensuring that they have the appropriate inhalers with them. They are responsible for looking after them and should return them to the classroom at the end of the session or when the pupil returns to the classroom.
- School staff are not required to administer asthma medicines to pupils (except in an emergency), however, many of the staff at school are happy to do this. School staff who agree to administer medicines are insured by the Local Authority when acting in agreement with this policy. All school staff will let pupils take their own asthma medicines when they need to.
- It is understood that pupils may be of an age/stage where self-administration of asthma medications should be encouraged. This decision will always be made in liaison with parents and if the pupil is capable at managing the medication him/herself. It will always be carried out with adult supervision.
- Pupils who have asthma must have the correct medication in school and it must be available to them at all times. For this reason, no pupil who has asthma will be allowed to be in school or go on school trips if the medication is not available. If a pupil is found to be in school without the correct medication parents/ carers will be asked to bring it to school. If this is not possible, they will be asked to collect the pupil and only return when the pupil has the medication.

Record Keeping:

- At the beginning of each school year or when a pupil joins the school, parents/carers are asked if their child has any medical conditions including asthma on their enrolment form.
- All parents/carers of pupils with asthma are consequently sent a Consent Form which requests consent for the child's prescribed asthma inhaler. Parents/carers are asked to return these forms to the school. From this information the school keeps its asthma

register, which is available to all school staff. Consent forms will be issued, for updating, on an annual basis.

- However, parents/carers are asked to inform the school of any changes to their child's medicine or dosage during the year.

Exercise and Activity:

PE and Games

- Taking part in sports, games and activities is an essential part of school life for all pupils. All teachers know which pupils in their class have asthma.
- Pupils with asthma are encouraged to participate fully in all PE lessons. PE teachers will remind pupils, whose asthma is triggered by exercise as outlined on an asthma plan, to take their reliever inhaler before the lesson, and to thoroughly warm up and cool down before and after the lesson. PE staff will look after the inhaler boxes that contain inhalers for the duration of each PE lesson and then return them to class teachers. If a pupil 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 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.
- PE teachers, classroom teachers and out-of-hours school 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.

School Environment:

- The school does all that it can to ensure the school environment is favourable to pupils with asthma. The 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.

Asthma and Attendance:

- 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 attendance officer will initially talk to the parents/carers to work out how to prevent their child from falling behind. If appropriate, the attendance officer will then talk to the School Nurse and/or SENDCo about the pupil's needs.

SEND:

- The school recognises that it is possible for pupils with asthma to have special education needs due to their asthma.

Asthma Attacks:

- All staff who come into contact with pupils with asthma know what to do in the event of an asthma attack.
- The procedure for an attack is as follows:
In the event of an asthma attack, summon help (use red emergency card if no other adult is available) and never leave the pupil unattended. Summon help from the Medical Room Staff. Stay calm and reassure pupil and refer to the asthma information sheet in each classroom. NEVER leave the pupil unattended by an adult. Try to remove other children to minimise distress.

Roles and Responsibilities:

The school will ensure that:

- They provide a member of staff to take a link role between school and the school health service.
- They maintain a register of pupils with asthma and individual pupil asthma records with emergency treatment details.
- All Medical Room staff and First Aiders have regular training on asthma as part of their role.
- All support staff who work directly with pupils attend regular training about asthma and the use of the common inhaler devices from the school health service.
- All staff are aware of the procedure to follow when a child has an asthma attack.
- Inhalers, belonging to pupils, are accessible at all times within the classroom or in the Medical Room.
- When children are participating in off-site activities their inhaler is taken with them. This is included in the school's risk assessment.
- Spacer devices are washed on a regular basis. School recommends that all children with a spacer should have one in school.
- Parents/carers are informed by telephone of a pupil needing to use an inhaler as a result of an asthma attack or if use has been increased/is not relieving the symptoms. Written records are kept of when and how often a pupil is using his/her inhaler.

Medical Staff will be responsible for:

- compiling an asthma register and updating this as necessary.
- completing asthma record forms in conjunction with parents.
- ensuring every pupil on the asthma register has access to their own blue reliever inhaler whilst at school and participating in school activities.

Parents/Carers will ensure that:

- information for the school asthma register and asthma record form is provided and school are informed of any changes.
- Their child has a reliever inhaler which has been prescribed for them available at school.
- A spacer is provided for their child to use and is stored with the child's inhaler.
- Their child's inhaler is in good working order and in date.
- Their child's inhaler is correctly labelled from the dispensing pharmacy clearly giving the child's name and correct dose.
- They notify the school, in writing, if there are changes to the way in which an inhaler is to be used in school or if their child no longer needs an inhaler.

School Health Service will ensure that:

- Asthma Awareness Training is offered to all support staff, who work directly with children.

Use of an Emergency Inhaler:

- From 1st October 2014 the Human Medicines (Amendment) No.2 Regulations 2014 has allowed schools to buy Salbutamol inhalers, without prescription, for use in emergencies. St Joseph's Catholic Primary School has chosen to keep emergency inhalers in school and we have, therefore, established a protocol for the use of the emergency inhaler based on the guidance issued within these regulations.

- **The emergency Salbutamol inhaler should only be used by pupils, for whom parental consent for the use of the emergency inhaler has been given or upon the advice of the emergency services. The pupils will be known to have a diagnosis of asthma and who have a prescribed inhaler or who have been prescribed an inhaler as reliever medication.**
- The inhaler can be used if a pupil's prescribed inhaler is not available (for example, because it is broken or empty). The school has access to a disposable spacer which should be used for each pupil and must be disposed of after use.
- The protocol for keeping the emergency inhaler in school includes the following: Arrangements for the supply, storage, care and disposal of the inhaler and spacers are in line with the school's Asthma and Managing Pupils with Medical Conditions policies.
- There must be a register of pupils in school that have been diagnosed with asthma or prescribed a reliever inhaler, a copy of which will be kept with the emergency inhaler.
- There must be written parental consent for use of the emergency inhaler.
- The emergency inhaler must only be used by pupils with asthma and with written consent for its use.
- Staff are given appropriate support and training in the use of the emergency inhaler.
- Records are kept about the use of the emergency inhaler and parents are informed when their child has had to use it. The member of staff who administered it will record the details and ensure that parents are informed.

PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICINE

The school will not give your child medicine unless you complete and sign this form and the school has a policy that the staff can administer medicine prescribed by a doctor and for four doses per day.

Date	
Child's Name	
Class	
Name and strength of medicine	
Expiry Date	
Dose to be given	
Time to be given	
Reason for medication & Any other instructions	
Quantity of medicine left at school	

Note: Medicines must be in the original container as dispensed by the pharmacy

Daytime phone no. of parent / adult contact	
Name and phone no. of GP	
Review date for any long term medication	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. If my child has asthma, I consent to the use of an emergency inhaler if my child's inhaler is unavailable.

Parent's signature _____

Print Name _____

Date _____

If more than one medicine is to be given a separate form should be completed for each one.

Record of medicine administered to an individual child

Date			
Time given			
Dose given			
Staff initials			
Name of staff member			

