Havelock Academy

Broadening Horizons

Havelock Academy

GUIDELINES AND ADVICE IN RELATION TO STUDENTS WITH ASTHMA

(AND THOSE WHO ARE PRESCRIBED INHALERS)

September 2026

Review date: August 2027

Introduction

These guidelines are based on the 'Guidance on the Use of Emergency Salbutamol Inhalers in Schools', March 2015 from the Department of Health.

Asthma is the most common chronic condition, affecting one in eleven children. On average, there are two children with asthma in every classroom in the UK. There are over 25,000 emergency hospital admissions for asthma amongst children every year in the UK.

Children should have their own reliever inhaler at school to treat symptoms and for use in the event of an asthma attack. If they are able to manage their asthma themselves, they should keep their inhaler on them, and if not, it should be easily accessible to them.

However, an Asthma UK survey found that 86% of children with asthma have at some time been without an inhaler at school having forgotten, lost or broken it, or the inhaler having run out. However, before the 1st October 2014 it was illegal for schools to hold emergency salbutamol inhalers for the use of students whose own inhaler was not available.

Following advice from the Commission of Human Medicines 2013, the Medicines and Healthcare Products Regulatory Agency (MHRA) recommended changes to legislation to enable Schools to purchase and hold emergency salbutamol inhalers, without a prescription. Following a public consultation these regulations came into force on the 1st October 2014. The MHRA also recommended that the use of emergency inhalers was to be supported by appropriate protocols.

Salbutamol

Salbutamol is a relatively safe medicine, particularly in inhalers, but all medicines can have some adverse effects. The effects of inhaled salbutamol are well known, tend to be mild and temporary and are not likely to cause serious harm. The child may feel a bit shaky or may tremble, or they may say that they feel their heart is beating faster.

Students should be encouraged to carry their own inhalers and keep a spare inhaler based in the medical room in case their current inhaler runs out.

Asthma Register

A register is kept within the Academy of all students who have been diagnosed with asthma or prescribed a reliever inhaler. This register is kept within the medical room but copies of it will be found within each of the Asthma Emergency Kits which are located within the Medical Room, Science prep-room and the PE faculty. The register should, where parental permission is given, include a photo of the student and also it should indicate if they have other medical conditions, severe asthma (and brittle asthma) and a history of attacks which have led to hospitalisation.

Parents need to provide written permission for students to be allowed to use the emergency inhalers and this permission should be updated annually by the Academy Designated First Aider (ADF).

Written permission will be gained from the parents, carers and guardians for all students who have been identified (see Appendix 3 for copy of consent form). This will be updated annually and will be reflected in the asthma register. It is the responsibility of the Academy Designated First Aider (ADF) to complete this annual update.

Emergency Salbutamol Kits

The use of an emergency inhaler should be specified in a student's individual HealthCare plan where appropriate.

Contents of the emergency kit

1. A salbutamol metered dose inhaler
2. At least two plastic spacers compatible with the inhaler
3. Instructions on how to use the inhaler and spacer (and the guidelines given in appendix one and two)
4. Instructions on clearing and storing the inhaler
5. Manufacturer's information of the inhaler
6. A checklist of inhalers, identified by their batch number and expiry date, with monthly checks recorded
7. A note of arrangements for replacing the inhaler and spacers
8. A list of children premised to use the emergency inhaler (Asthma Register)
9. A record of administration (when the inhaler has been used)
10. Clear plastic bags which can house used inhalers/spacers
11. List of contents of the emergency kit

Each time this kit is used, the Academy Designated First Aider (ADFA) needs to be notified so that the incident can be logged, parents can be contacted, and the kit can be cleaned and updated ready for the next emergency. This must be done promptly (immediately following the child being dealt with if the Academy Designated First Aider (ADFA) hasn't already been informed.

The used spacer and inhaler should not be replaced in the kit following use, as the spacer should be disposed of (unless it's the student's own spacer) and the inhaler thoroughly cleaned. Any concerns about any bodily fluids (blood, vomit) that come into contact with the inhaler; should also be disposed of.

If a child uses the emergency inhaler there should be a follow up call to parents and if unable to contact home a letter (see appendix 4) should be sent home that day via first class post.

The location of the emergency kits

There will be three kits located in in the Academy. These will be placed in the medical room (Eagle), the PE faculty and the Science prep room (in Vanguard house base). These locations must not be changed as all staff are informed about where the kits are located. The kits should be out of sight and reach of students but not under any circumstances be locked away.

Kit One – Medical room – Eagle house base - on right hand side on shelf above sink

Kit Two – PE block – staff office – behind door on the left-hand side on book shelf

Kit Three – V4 - Vanguard House base – staff room – on top of shelves on right hand side of room

All kits will be in green first aid boxes and will be clearly marked for purpose

Using the emergency inhalers

The inhaler should be stored at the appropriate temperature and before use should be primed (two puffs).

All staff will receive training on how to administer an emergency salbutamol inhaler and there are designated First Aiders around the Academy to support the Academy Designated First Aider. There is guidance included in each kit and displayed in each faculty area to remind staff how to recognise the symptoms of an asthma attack and how to help a student during an attack. Staff should always call 999 for advice/ambulance if the situation does not improve.

Roles and Responsibilities

Role	Summary of responsibilities
Governing Body Chair of Governors: Mr Shane Ashford	Ensure arrangements are made to support students with asthma in school; including making sure that this policy is fully implemented.
Principal : Ms E. Marshall	• Ensure that school's policy is developed and implemented with all stakeholders. • Ensure that all staff are aware of the policy and understand their role in its implementation. • Ensure that all appropriate staff are aware of the students on the asthma register. • Ensure that appropriate staff are trained to implement the policy and deliver against Individual Healthcare Plans, including in emergency situations. • Ensure that school staff are appropriately insured to support students. • Devolve responsibility for implementation of the policy to the Assistant Principal - SENDCO • Ensure that all educational visits are appropriately risk assessed and that the medical needs of students participating have been identified and provision is in place.
Academy Designated First Aider: Tracey Blanch/Rachel Gray	• Ensure inhalers are kept securely, but not in a locked cabinet, with clear access. • Log medical emergencies. • Log medicines administered, including the use of emergency inhalers • Conduct interviews with SENDCO, students, parents and, where appropriate, the School Nurse, to develop Individual Healthcare Plans and review plans as required. • Dispose of inhalers via the correct disposals and should encourage parents/students to do the same or to pass on empty inhalers so that it can be done for them. This should be done via a local pharmacy. • Half termly checks of each emergency asthma kit should take place and be documented both in a logbook within each kit and in a central log located in the medical room. <u>Following the use of the emergency inhalers</u> • ensure that a new spacer is added to the kit, • the inhaler is cleaned and allowed to air dry and returned to the kit, • a log has been made of the usage • Parents have been informed. This information should also be documented in the Central Asthma Log which will be located in the medical room.
First aider responding to an emergency situation	• Contact the Academy Designated First Aider (if on site) or ensure they are contacted afterwards. This is so that parents can be informed, and the kit can be updated. It is individual's responsibility to ensure the information is passed on.

	• Put the used items (spacer and inhaler) in a clear plastic bag and return to the kit. • Ensure the usage has been logged in the logbook located in the kit. • Check that everything is present in your kit (see list in kit). • Return the kit to its identified location (checking that storage and location are as per instructions (not in direct sunlight or heat, not locked up, but out of student's sight and reach).
All teachers and non-teaching staff	Every staff member and volunteer are responsible for: implementing the asthma policy. • Engage with training to achieve an awareness of what asthma is, how to recognise an attack in your classroom and contact Medical if there are any concerns • Know what to do and respond accordingly when aware that a student with asthma needs help. • Be aware of the potential for students with medical conditions to have special educational needs (SEN). Students with medical conditions who are finding it difficult to keep up with their studies to be referred to the SENDCO. • Completing any feedback on an individual student by the due date.
Parents	• Notify school on enrolment and provide sufficient and up to date information about their child's medical needs. • Engage in the development and review of their child's Individual Healthcare Plan. • Carry out actions agreed in Individual Healthcare Plan, such as providing a spare inhaler.
Students	• Be fully involved in discussions about their support needs and contribute as much as possible to the development of, and comply with, their Individual Healthcare Plan, if required. • Endeavour to develop independence in managing their own medical needs where appropriate. • Keep an inhaler on them at all times, in case of an emergency.

Educational Visits / Education Off-Site

It is the responsibility of the Party leader to ensure that a check is done against all student medical details prior to the trip and to confirm with the Academy Designated First Aider that any students who are on the trip are highlighted on the Academy Asthma Register. As much notice as possible is requested for this check to be completed, but a minimum of 4 working days is essential.

If students taking part in the trip/visit, are identified on the register, the party leader can take a portable emergency salbutamol kit from the ADFA to take with you on the trip. This must be requested at least 2 working days prior to the trip taking place.

The arrangements for considering complaints about supporting students with asthma and the provision within the academy:

Complaints are received by the academy office and then passed onto the appropriate member of staff.

Complaints about provision would be passed to the SEND Coordinator, the Vice Principal for Welfare or the Principal as appropriate.

Please refer to the Academy's Complaints Policy.

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 and 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 this lips
- Is going blue
- Has collapsed
- If student has a history of being a severe asthmatic and has attacks that have hospitalised them historically
- If the student has been unwell
- If the student isn't making a recovering following taking an inhaler (within a couple of minutes)

WHAT TO DO IN THE EVENT OF ASTHMA ATTACK

- Don’t send the student to the Academy Designated First Aider, get medical help to come to the student. Send a medical alert via Bromcom.
- Keep calm and reassure the student.
- Encourage the student to sit up and slightly forward.
- Ensure the room is well ventilated and not hot and stuffy/or freezing cold (extremities in temperature can trigger/worsen asthma attacks).
- Ensure that any clothing around the neck (e.g. Tie/scarf is loosened) and students are not sat wearing a number of layers.
- Use the student’s own inhaler – If not available locate the nearest asthma emergency kit and use the emergency inhaler with spacer (only if the asthma register indicates we have parental permission to do this).
- Check with medical support to whether the student has an inhaler in the medical room.
- Remain with the child while the inhaler and spacer are brought to them.
- Immediately help the child to take two separate 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 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 any time before you have reached 10 puffs, call 999 for an ambulance.
- If the student has a diagnosis of ‘brittle’ asthma (this will be highlighted on the asthma register) call an ambulance when the attack is first diagnosed.
- If an ambulance does not arrive in 10 minutes give another 10 puffs in the same way.
- Following the use of the emergency salbutamol inhaler record in the log (located in the emergency kit) and contact the Academy Designated First Aider so that the kit is cleaned and updated before the next use.

CONSENT FORM

USE OF EMERGENCY SALBUTAMOL INHALER

Havelock Academy

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler (delete as appropriate)
2. My child has a working, in-date inhaler, cleared labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive Salbutamol from an emergency inhaler held by the Academy for such emergencies.
4. I am happy for my child's photo to be included on the asthma register? Yes / No (please delete as appropriate)
5. Does your child suffers from 'brittle' asthma YES / NO (please circle as appropriate)
6. Does your child have an asthma plan with their GP? YES / NO (please circle as appropriate)

Signed _____ Print name in full _____ Date _____

Child's Name (in full) _____ Tutor group _____

Home address _____

_____

Name and contact details of child's GP/Doctor _____

_____

Telephone details (please give us more than one contact name / number where possible)

_____

_____

Please remember to update your phone numbers with the Academy so we are able to contact you in case of emergency

Students should where possible carry their own inhalers and keep a spare inhaler based in the medical room in case their current inhaler runs out.