



Asthma Policy

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Reviewed by :	Sarah Whelan, Education Healthcare Lead	Approved:	N. Johnson October 2026

Introduction

Pield Heath School works closely with Hillingdon Hospital Paediatric Respiratory Nurses and National Asthma Guidelines. The aim of this policy is to act as a guidance document for all staff involved in the care of students who suffer from Asthma. The policy sets out how we as a school support student with asthma. We work closely with students, parents, carers and health professionals to ensure we have robust procedures in place for the administration, management and storage of asthma inhalers at school.

Pield Heath House School has asthma friendly school status which is an accreditation awarded by Hillingdon Hospital Paediatric Asthma Team. This award recognises that Pield Heath School has implemented specific measures aligned with London Asthma Standards to include asthma champions, an asthma register, asthma action plans, inhaler access, emergency inhaler kits, staff training and asthma audits.

We recognise that asthma is a prevalent and serious but manageable condition and we welcome students who suffer from asthma. This policy is drawn up in consultation with school governors and health colleagues.

We ensure all staff is aware of their duty of care to students. We have a “whole school” approach to regular training so staff are confident in carrying out their duty of care.

This Policy reflects the requirements of the following documentation: -

- DOH Supporting Students at school with Medical Conditions (2014)
- DOH Guidance on the use of emergency salbutamol inhalers in schools (2015)

Parents / carers are required to ensure the school is aware of their child's needs. Parents should provide school with one reliever inhaler, plus a spacer to be with the student at all times, kept in their medical bag.

It is the responsibility of parents/carers to ensure all medication is in date and the school is kept informed of any changes to the child's medication/care needs throughout their time at school.

School staff have been trained to support and administer inhalers to students' in their care.

Students with asthma are fully integrated in school life and are able to participate fully in all activities including PE and swimming. Students require open and immediate access to their reliever inhalers at all times. The students inhaler and spacer will be carried in the students own medical bag which will be carried with them either by the staff member or some older students will carry their own bag. All medical bags are logged in and out each school day and are safely stored in the Medical Room.

Record Keeping

- It is the responsibility of parents/carers to inform the school of their child's medical condition and needs at the time of admission.
- It is the responsibility of the parent/carer to inform the school of any changes to their child's needs.
- Pield Heath House School will keep a record of each occasion a student is given or supervised taking their inhaler.
- School staff will log inhaler administration in a book which is stored with the inhaler in the medical bag.
- Parents will be informed if a student uses their inhaler more than 3 times a week in excess of their usual requirements.
- If the student refuses to use their inhaler, this is also recorded and parents are informed as soon as possible
- This school keeps an asthma register so we can identify and safeguard students with asthma.
- In the event of that a student's inhaler and spacer are both unavailable/out of date we will use the school's emergency inhaler and spacer. Consent is obtained from the parent.

- Parent/Carer's must complete a consent form to use the school emergency inhaler. This is recorded on the asthma register.

Parent/Carer Responsibilities

- Informing the school if their child has asthma.
- Inform the school of which medication their child requires during school hours.
- Inform the school of any medication changes.
- Inform the school of any changes to their child's condition.
- Ensure that their child's medication and medical devices are labelled with their full name and in the original pharmacy packaging with clear instructions of administration.
- Ensure that the medication sent into school is in in date.
- Inhalers will be kept in school at all times and only sent home if the inhalers are out of date.

Staff Responsibilities

Training and Background

- Read and understand this School's Asthma Policy.
- 85% of school staff to attend asthma training annually.
- Be aware of the potential triggers, signs and symptoms of asthma and know what to do in an emergency.
- Understand asthma and the impact it can have on students. (Students should not be forced to take part in an activity if they feel unwell). If school identify a pattern or are concerned about an individual student they will inform the nurse who will inform the parent/carers and advise to seek medical guidance – contact their GP.
- Know what the procedures are and which students suffer from asthma.
- Be aware that asthma can affect a child's learning and provide extra help when needed.
- Be aware that students may not recognise their symptoms or ask to use their inhalers.

Practical

- Know which students suffer from asthma and be familiar with the content of their asthma plan.
- Allow all students with asthma to have easy access to their inhaler.
- All staff attending off site visits should be aware of any students who suffer from asthma and ensure that their inhaler and spacer in their medical bag accompanies the student offsite.
- Ensure that the students medical bags accompany the student around the school.
- All staff are aware that the school has an emergency inhaler and spacer stored in reception.

Communication

- Maintain effective communication with parent/carers including informing them if their child has been unwell at school.
- Communicate parent/carers' concerns to school staff.

Record Keeping

- Staff must inform Asthma Champion Lead if a school emergency inhaler has been used.
- Staff must record usage on student's own record.

School's Asthma Lead/Champion responsibilities

- Schools have an adequate supply of Emergency Inhalers and spacers and chambers.
- Procedures are followed.
- All students on the asthma register have consent status recorded, an inhaler, a spacer or chamber and an asthma care plan.

- Expiry dates of inhalers are checked every half term and if required arrange for new inhaler to be sent into school.
- Safely dispose of expired inhalers.
- Safely dispose of broken spacers or chambers.
- Asthma Register is up to date.
- Staff training is up to date.
- Monthly audit of use of inhalers and sent to Hillingdon Asthma Specialist Nurses.
- Spacers and chamber are washed regularly as per care instructions.

Safe storage – Medication

- Medication is readily available to students when required at all times during the school day or whilst off site. This is kept in the student medical bag.
- Students who self-medicate are reminded to carry their medication and spacers with them at all times.

Safe Storage – General

- All inhalers are supplied and stored wherever possible in their original containers. All medication needs to be labelled with student's name, and the prescriber's instructions for administration including dosage and frequency.
- Medication is stored in accordance with instructions.

Safe Disposal

Parents are responsible for safe disposal of their child's inhaler. Inhalers will be sent home via escorts on transport. School Staff should either telephone or write a note in the home school diary informing parent/carers that inhalers are being sent home for disposal.

Transportation of Inhalers

Parent/carers whose child requires inhalers and spacers sent into school should ensure they hand medication and medical devices to the escort of their child. A parent/carers should either telephone or write a note in the home school diary informing staff that medication has been sent into school.

PE/Activities

We ensure that the whole school environment which includes physical, social, sporting and education activities is inclusive and favourable to students with asthma.

The PE teacher and support staff will be sensitive to students who are struggling with PE and be aware that this may be due to uncontrolled asthma. Parent/carers should be made aware so medical advice be sought.

The same principles apply to off site visits. We ensure these trips are accessible to all students.

School staff understand that a student with asthma should not be forced to take part in any activity if they feel unwell.

Staff are trained to recognise potential triggers for student's asthma when exercising and are aware of ways to minimize exposure to these triggers.

Teachers and support staff make sure students' have their inhalers with them during off site PE as well as at PE lessons.

For any off-site visit's asthma is considered in the planning and risk assessment prior to the trip. Factors to be considered are routine and emergency medication which will need to be with the students and stored, administered and recorded by trained competent school staff.

School Environment

The school does all that it can to ensure the school environment is favourable to students with asthma. The school has a definitive no smoking policy. Students' asthma triggers will be recorded as part of their asthma healthcare plan and the school will ensure that student's will not come into contact with their triggers where possible

Common triggers are:

- Colds & coughs
- Dust and house mite
- Pollens, spores and moulds
- Feathers and furry animals
- Exercise
- Stress
- Cold air, change in the weather
- Chemicals, glue, paint, aerosols
- Food allergies
- Fumes and cigarette smoke
- Perfume
- Plants and grass cuttings

As part of our responsibility to ensure all our students are kept safe within the school grounds and on trips off site, a risk assessment will be conducted beforehand. These risk assessments will establish asthma triggers which students could potentially be exposed to and plans will be put in place to ensure these triggers are avoided, where possible.

Students who miss time off school due to their asthma

As a school we monitor student's absence and if a student is absent for a period of time from school due to their asthma, the school will contact the parent/carer to discuss how the school can support the student. The school may also contact the Paediatric Respiratory Nurses at Hillingdon Hospital.

Asthma Attacks

Staff are trained to recognise an asthma attack and know how to respond and manage the emergency. The procedure to be followed is clearly displayed on posters around the school and staff room. Each student has an asthma plan with their inhaler in their medical bag which accompanies them around the school. The instructions on the student's asthma plan should be followed. If a student has an asthma attack in school the member of staff with that student should support the student and administer the student's inhaler. Due to the complex needs of some of the students that attend this school the student may not be able to communicate the signs of an asthma attack so school staff must be vigilant.

The signs and symptoms of an asthma attack are:

Chest feels tight	Complain of shortness of breath
Coughing or wheezing	Labored breathing
Difficulty in talking	Need to use blue inhaler more than usual

Treatment (always treat at the scene):

Sit student up and slightly forward	Loosen clothing around neck
Take 2 puffs of blue inhaler through spacer	Reassure student

If no or minimal affect can give up to 10 puffs of blue inhaler

Emergency Salbutamol/Ventolin (Blue colour) Inhaler in School

As a school we are aware of the guidance “The use of emergency salbutamol inhalers in schools from the Department of Health (March 2015)” which gives guidance on the use of emergency salbutamol/Ventolin inhalers in schools. The key points are summarised as follows

As a school we are able to purchase salbutamol/Ventolin inhalers and spacers from community pharmacists or school suppliers without a prescription.

We have 1 emergency kit, which is kept in an unlocked cupboard in reception

- 1 Salbutamol/Ventolin inhaler
- 2 spacers

We understand that Salbutamol/Ventolin is a relatively safe medicine, particularly if inhaled but all medications can have some effect.

Management of Emergency

If a student’s asthma is not being well managed in an emergency after administering Salbutamol/Ventolin and there is no improvement dial 999. Continue to give blue inhaler 10 puffs every 15 minutes until medical assistance arrives or symptoms improve. Contact parents. A member of staff to accompany the student to hospital until parent/carer arrives.

References

- The Hillingdon Hospital NHS Foundation Trust – Hillingdon Champions of Asthma Team
- Central and North West London NHS Foundation Trust – Asthma Liaison Nurse
- Asthma Org UK website
- Gov.UK website
- Asthma NHS
- NICE.org
- Department of Health