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Trafford Alternative Education Provision

Asthma Policy

[2023]

Our Mission Statement:

Trafford Alternative Education Provision is committed to providing....

A 21st Century education that promotes the academic, emotional, and social development of our students. Our aim is to create a holistic, nurturing, and inspiring environment where students are supported and encouraged to take charge of their lives, their learning, and their decisions. Every student will have an understanding of their personal journey, challenges, and future opportunities. All will be encouraged to become independent thinkers and learn to value and respect others thus enabling them to meet the challenges of the wider world. In partnership with parents, carers, schools, and outside agencies we will provide students and staff with a positive and supportive learning experience.

We will achieve our vision by constantly thinking about the bigger picture, working as one team, valuing our staff and their continual development, and by frequently reviewing, debating, and developing the curriculum.



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Policy Title:	Asthma Policy		
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Document control

Version control/History

Name	Description	Date
Linda Thompson		September 2023

Approvals

Name	Position	Date
Linda Thompson	Executive Headteacher	September 2024

Links to

Policy	
<ul style="list-style-type: none">• Health and Safety policy• Risk Assessment policy• Policy on Supporting Pupils with medical conditions.• First Aid Policy	
Governor Committee	Finance, Premises & Resources Committee

1. Aims

This policy has been written using guidance from Asthma UK and the Department of Health; Guidance on the use of emergency salbutamol inhalers in schools.

This school recognises that Asthma is an important condition affecting increasing numbers of school-aged children. TAEP encourages all children to achieve their full potential in all aspects of life by having a clear policy and procedures that are understood by school staff, parents/carers, and students.

All staff are given the opportunity to receive training from the school nursing team/specialist nurses. Updates for training are offered at regular intervals and this school will ensure attendance by all staff. This will take place every year and more often if there are students within the school who have significant asthma symptoms or are significant changes to the management of asthma in students.

Developing and implementing an asthma policy is essential for all schools.

2. Legislation and Guidance

- www.asthma.org.uk, provides up-to-date information and guidance.
- [Emergency asthma inhalers for use in schools - GOV.UK \(www.gov.uk\)](http://www.gov.uk), Guidance for schools in England for using emergency inhalers.
- [The Health and Safety \(First Aid\) Regulations 1981](#), state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel.
- [The Management of Health and Safety at Work Regulations 1992](#), require employers to assess the risks to the health and safety of their employees.
- [The Management of Health and Safety at Work Regulations 1999](#), require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater to the medical and therapy needs of pupils.

3. Roles and Responsibilities

The designated first aiders are responsible for:

- Supporting staff in an emergency
- Ensuring that inhalers are checked monthly to guarantee that replacement inhalers are obtained before the expiry date.
- Ensuring that used or out-of-date inhalers are returned to the local pharmacy for disposal.
- Ensuring that the asthma register is accurate and up to date.

All staff responsibilities:

- Staff to record amount of usage on the student's medical log if an emergency inhaler has been used and inform parents.
- If students require their own inhaler, then staff need to record the amount of usage on the student's medical log and inform parents.
- Staff must inform designated first aid staff if a school emergency inhaler has been used so that a new spacer can be ordered/replaced. Single-use spacers may be available, if they are, then these can be disposed of after single use.
- All staff should be aware of which students have asthma, be familiar with the content of their individual action plan, and have read the school's Asthma policy.
- All staff must ensure students have immediate access to their emergency medicines.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure students have their medicines with them when they go on a school trip or out of the classroom.
- Be aware of students with asthma who may need extra support.
- Liaise with parents, the student's healthcare professionals, and SENDCo and welfare officers if a student is falling behind with their work because of their condition.
- Ensure all students with asthma are not excluded from activities they wish to take part in.

The Executive Headteacher:

The Executive Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are always present in the school.
- Ensuring that first aiders have an appropriate qualification, keep training up to date for all staff members, and remain competent to perform their role.
- Ensuring all staff are aware of who the first aiders are.

- Ensuring appropriate risk assessments are completed and appropriate measures are put in place if required.
- Ensuring that adequate space is available for catering to the medical needs of pupils.
- Ensuring that reporting of specified incidents to the HSE when necessary is completed (see section 6)
- Ensuring the completion of accident reports (see appendix 2) for all incidents where a first aider/appointed person is called and meets the requirements of HS1.

4. First Aid Procedures in the event of an Asthma Attack

IN AN EMERGENCY

1. Help them to sit up – don't let them lie down. Try to keep them calm.
2. Help them take one puff of their reliever inhaler (with their spacer, if they have it) every 30 to 60 seconds, up to a total of 10 puffs.
3. If they don't have their reliever inhaler, or it's not helping, or if you are worried at any time, call 999 for an ambulance.
4. If the ambulance has not arrived after 10 minutes and their symptoms are not improving, repeat step 2.
5. If their symptoms are no better after repeating step 2, and the ambulance has still not arrived, contact 999 again immediately.

- The closest member of staff present will assess the seriousness of the attack and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the situation, and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives.
- If the first aider judges that a student is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend the next steps to the parent/carers.
- If emergency services are called, the Headteacher / Deputy Headteacher/ Pastoral Officer will contact parents immediately.
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after the incident.

Off-site procedures:

When taking pupils off the school premises, staff will ensure they always have the following:

- A list of all students who have Asthma.
- All relevant Asthma medication/ action plans for each student who has Asthma.
- Parents' contact details.
- Mobile phone.

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking students off school premises.

There will always be at least one first aider on school trips and visits.

5. Emergency Asthma Equipment

A typical emergency Asthma kit in school will include the following:

- Asthma Register
- Medication Log Sheets
- Individual student Asthma Plans
- Emergency Inhaler
- Spacers, either plastic or single-use made from cardboard.
- Parent consent forms
- Disposable gloves

Emergency Asthma kits are stored in:

- Main Reception
- TMES Reception

Emergency Inhalers are also provided in the Outdoor Education First Aid bags.

6. Record-Keeping and Reporting

First aid and Accident Record book:

- An entry in the 'accident record book will be completed by the first aider/relevant member of staff on the same day or as soon as possible after THE Asthma Attack.
- A copy of the accident report will also be added to the pupil's records by the first aider.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, following regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the HSE:

Trafford Health and Safety Unit will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) by contacting the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Regards to an Asthma Attack the following would need to be reported:

- Death
- Any loss of consciousness caused by asphyxia
- Where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital

Near misses in relation to an Asthma Attack:

- The accidental release or escape of any substance that may cause a serious injury or damage to health.

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

7. Training

All staff will receive an annual Asthma Training Session at the start of each academic year by our school nurse team.

Should a student have specific Asthma needs additional training will be organised and delivered.

Sarah Langstreth, TAEP School Business Manager will monitor staff training

8. Monitoring Arrangements

This policy will be reviewed by the Executive Headteacher every year
At every review, the policy will be approved by the Executive Headteacher.

