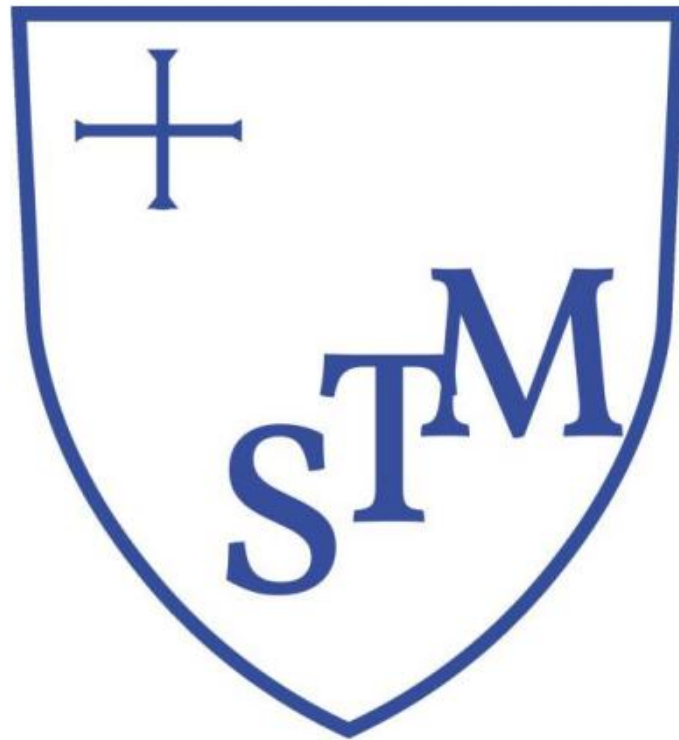


St Martin's C of E Primary School



Asthma Policy

Reviewed: May 2026

Rationale

St Martin's CofE recognises that asthma is a serious but controllable condition and welcomes all pupils with asthma. We will ensure that pupils with asthma can and do participate fully in all aspects of school life including physical activities, visits, field trips and other out-of-school activities. We recognise that pupils with asthma need immediate access to reliever inhalers at all times. We keep a record of all pupils with asthma and their medicinal requirements.

We ensure that all members of school staff (including supply teachers and support staff) who come into contact with pupils with asthma know what to do in the event of an asthma attack.

In 2026 we achieved the Black Country Asthma Friendly School award, in recognition of our commitment to staff training and awareness.



Background

This policy has been created with regard to guidance from the DfE, Asthma UK and healthcare professionals. This policy enables pupils with asthma to manage their condition effectively in school and provides clear procedures to help ensure their safety. It also encourages and aids pupils with asthma to achieve their full potential in all aspects of school life.

Key roles and responsibilities

The Governing Body and head teacher has a responsibility to:

- Ensure the health and safety of staff and pupils on school premises and when taking part in school activities.
- Ensure that the Asthma Policy, as written, does not discriminate on any grounds
- Handle complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensure the Asthma Policy is effectively monitored and updated.
- Report any successes and failures of this policy to the Headteacher, members of school staff, local health authorities, parents and pupils.
- Provide indemnity for teachers and other members of school staff who volunteer to administer medicine to pupils with asthma in need of help.

The SENCO has a responsibility to:

- Ensure this policy is effectively implemented, with good communication of the Asthma Policy to all members of the school community.
- Ensure all aspects of this policy are effectively carried out.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply teachers and new members of staff are made aware of the Asthma Policy.
- Monitor the effectiveness of the Asthma Policy.
- Delegate a staff member the responsibility to check the expiry date of spare reliever inhalers and maintain the school's Asthma Register.
- Report to the Governing Body and local authority as necessary.

Members of school staff have a responsibility to:

- Read and understand the Asthma Policy.
- Know which pupils they come into contact with have asthma.
- Know what to do in the event of an asthma attack (as outlined in sections 5 and 6).
- Allow pupils with asthma immediate access to their reliever inhaler.
- Inform parents/carers if their child has had an asthma attack.
- Inform parents/carers if their child is using their reliever inhaler more than usual.
- Ensure pupils with asthma have their medication with them on school trips and during activities outside of the classroom.
- Be aware that pupils with asthma may experience tiredness during the school day due to their night-time symptoms.
- Make contact with parents/carers, the school nurse and special educational needs coordinator (SENCo) if a child is falling behind with their school work because of their asthma.
- Ensure pupils have their reliever inhaler with them during physical activity and that they are allowed to take it when needed. Pupils with asthma should not be forced to take part in activities if they feel unwell.
- Allow pupils to stop during activities if they experience asthma symptoms.
- Allow pupils to return to activities when they feel well enough to do so and their symptoms have subsided (the school recommends a five-minute waiting period before allowing the pupil to return).
- Remind pupils with asthma whose symptoms are triggered by physical activity to use their reliever inhaler before warming up- including before PE lessons and break and lunch times.
- Ensure pupils with asthma always perform sufficient warm ups and warm downs.

Pupils with asthma have a responsibility to:

- Tell their teacher or parent / carer if they are feeling unwell.
- Treat asthma medicines with respect.
- Know how to gain access to their medication in an emergency.
- Know how to take their asthma medicine.

Parents / carers have a responsibility to:

- Inform the school if their child has asthma.
- Ensure the school has a complete and up-to-date asthma information for their child.
- Inform the school of the medication their child requires during school hours, school trips, team sports events and other out-of-school activities.
- Inform the school of any changes to their child's medicinal requirements. Inform the school of any changes to their child's asthma. For example, if their child is currently experiencing sleep problems due to their condition.
- Ensure their child's reliever inhaler (and spacer where relevant) is in school with the label from the pharmacy, showing name and expiry dates.
- Ensure their child has regular asthma reviews with their doctors or asthma nurse (every six to twelve months).

- If condition is severe, a written personal Asthma Action plan (written and reviewed by the school nurse team once a year) to help them manage their child's condition.

Asthma medicines

1. Inhalers are stored in the classroom medical boxes. These should be accessible at all times and taken by the class teacher when moving from the classroom to other areas of school.
2. Inhalers must be labelled with the pharmacy stickers, showing child's name and expiry date.
3. All children are encouraged to administer their own inhalers. Members of school staff are not required to administer medicines to pupils (except in emergencies) and in these circumstances it would be administered by a trained member of staff. However, staff will support and supervise all children administering asthma medicines.
5. Staff members who have agreed to administer asthma medicines are insured by Sandwell LA when acting in agreement with this policy.
6. This policy is predominantly for the use of reliever inhalers. Preventer inhalers are very rarely required at school, however we recognise these may be used by children when on residential trips.

Emergency inhalers

At St Martin's we keep emergency Ventolin Inhalers (Salbutamol) and spacer devices which are available in emergency situations, these are wall mounted by the caretaker office, in a central location.

The emergency inhaler should only be used by children who have been diagnosed with asthma, and prescribed an inhaler or have been prescribed a reliever inhaler.

Symptoms of an asthma attack

Members of school staff will look for the following symptoms of asthma attacks:

1. Coughing.
2. Shortness of breath.
3. Wheezing.
4. Tightness in the chest.
5. Being unusually quiet.
6. Difficulty speaking in full sentences.
7. Younger pupils may express feeling tight in the chest as a 'tummy ache'.

What to do when a child has an asthma attack

In the event of an asthma attack, staff will follow the procedure outlined below:

1. Keep calm and instruct pupils to do the same.
2. Encourage the child to sit up and slightly forwards – **do not hug them or lie them down.**
3. Make sure the child takes two puffs of their reliever inhaler immediately, (through a spacer if they use one).
4. Ensure tight clothing is loosened.
5. Reassure the child.

If there is no immediate improvement:

Continue to make sure the child takes one puff of their reliever inhaler every minute for five minutes or until their symptoms improve.

Call 999 immediately if:

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

Ensure the child takes one puff of their reliever inhaler every minute until the ambulance arrives.

Important points to remember

1. Never leave a pupil having an asthma attack.
2. If the pupil does not have their inhaler, send another teacher or pupil to retrieve their spare inhaler or an emergency inhaler. Walkie-talkies to be used in the event there is no other adult present.
3. In an emergency situation, members of school staff are required to act like any reasonably prudent parent (*en loco parentis*) – known as having a 'duty of care'.
4. Reliever medicine is very safe. Do not be overly concerned a pupil may overdose.
5. Send another pupil to get a teacher / adult if an ambulance needs to be called. Use phones and/or walkie-talkies in the event there is no other adult/responsible child nearby.
6. Contact the pupil's parents immediately after calling the ambulance.
7. A member of staff should always accompany a pupil taken to hospital by ambulance and stay with them until their parent / carer arrives.

Record keeping

1. At the beginning of each school year or when a child joins St Martin's CofE Primary School, parents / carers are asked to inform the school if their child has any medical conditions, including asthma, on their enrolment form.
2. The school keeps a record of all pupils with asthma, complete with medication requirements and expiry dates of medication.
3. Parents must inform the school of any changes to their child's condition or medication during the school year.
4. If a child has a severe asthma attack in school, this will be recorded on CPOMs, under the first aid section and parents will also be informed.
5. Administration of inhalers will be recorded in the first aid book with a slip sent home to parents.

Exercise and physical activity

1. Games, activities and sports are an essential part of school life for our pupils. All teachers know which children in their class have asthma and are aware of any safety requirements.
2. Outside suppliers of sports clubs and activities are provided with information about pupils with asthma taking part in the activity.

3. Pupils with asthma are encouraged to participate fully in PE lessons when they are able to do so. Pupils whose asthma is triggered by exercise will be allowed ample time to thoroughly warm up and warm down before and after the session.
4. During sports, activities and games, each pupil's labelled inhaler will be kept in a box at the site of the activity.