



# Special Partnership Trust

## Asthma and Emergency Asthma Inhaler Policy

*This policy needs to be read in conjunction with the Guidance on the use of emergency Salbutamol inhalers in schools - March 2015 - prepared by the Disabled and Child Services Team, Department of Health and each school's statutory policy of supporting pupils with medical conditions*

### **Liability and indemnity**

*Supporting pupils with medical conditions* requires that Local Governing bodies ensure that when schools are supporting pupils with medical conditions, they have appropriate levels of insurance in place to cover staff, including liability cover relating to the administration of medication.

**The Special Partnership Trust Liability and indemnity policy is held with:**

**Insurance firm: Gallagher Bassett Ltd.**

**Insurance numbers:**

- **Pencalenick School – RPA 137478**
- **Curnow School – RPA 143166**
- **Nancealverne School – RPA 143167**
- **Doubletrees School – RPA 143173**

<b>Policy date:</b>	September 2019
<b>Policy Review:</b>	September 2021

## **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)**
- **Being unusually quiet**
- **Difficulty breathing, breathing fast and with effort using all the accessory muscles in the upper body**
- **Appearing exhausted**
- **Nasal flaring**
- **Unable to talk or complete sentences; some people will become very quiet**
- **Being unable to complete sentences**
- **The child complains of shortness of breath**
- **The child may try to tell you their chest feels tight; younger children may express this as tummy ache**
- **A blue / white tinge around the lips**
- **Going blue**

**CALL AN AMBULANCE IMMEDIATELY AND COMMENCE THE ASTHMA ATTACK PROCEDURE WITHOUT DELAY IF THE PERSON**

- **Appears exhausted**
- **Has a blue/white tinge around the lips**
- **Is going blue**
- **Has collapsed**

## WHAT TO DO IN THE EVENT OF AN ASTHMA ATTACK – CALL FOR ASSISTANCE (Designated First Aid officer)

- Keep calm and reassure the pupil
- Encourage the pupil to sit up and slightly forward
- Use the pupil's individual inhaler - if this is not available, use the emergency inhaler found in the nurses' office
- Send someone else to get the inhaler and spacer, stay with the pupil
- Immediately help the pupil to take two puffs of the inhaler via the spacer
- If there is no immediate improvement, continue to give two puffs every two minutes up to a maximum of ten puffs; the inhaler should be shaken between puffs
- Stay calm, reassure and remain with the pupil until they feel better; the pupil will be able to return to activities when they feel better
- If the pupil does not feel better, respond to treatment or you are worried **AT ANYTIME** before you have reached ten puffs, **CALL FOR AN AMBULANCE**
- If an ambulance does not arrive in 10 minutes, give another ten puffs in the same way
- The child's parents or carers should be contacted **after** the ambulance has been called
- A member of staff should always accompany a child taken to hospital by ambulance and stay with them until a parent or carer arrives
- Record all first aid provided in the First Aid log - *This **must** include where and when the attack took place (e.g. PE lesson, playground, classroom), how much medication was given, and by whom. The child's parents **must** be informed in writing so that this information can also be passed onto the child's GP*

## **WHAT IS ASTHMA?**

Asthma is the most common chronic condition amongst children, affecting one in eleven children. 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.

Asthma is usually but not exclusively triggered by contact with an allergen. This may be pet fur, dust, hair, feathers, pollen and a wide variety of food stuffs and additives. Strong smells such as chlorine in swimming pools may trigger some peoples' asthma. Weather conditions can have an effect with high humidity and conversely very cold weather being common triggers. Exercise may also be a factor in some peoples' asthma.

Most asthmatics are aware of what their triggers are and can avoid them where possible to minimise the number of attacks they may suffer. Appropriate and regular medication, a good Asthma plan and regular monitoring enables the majority of people to keep their asthma symptoms under control but the condition is a lifelong one and can deteriorate rapidly.

### **Common 'day to day' symptoms of asthma are:**

- Cough and wheeze (a 'whistle' heard on breathing out) when exercising
- Shortness of breath when exercising
- Intermittent cough

*These symptoms are usually responsive to use of children's own prescribed Reliever inhaler and rest and stopping whatever triggered the symptoms. They would not usually require the child to be sent home from school or to need urgent medical attention; most people use a Preventer Inhaler which helps to protect the lungs from responding to known triggers.*

## **SIGNS AND SYMPTOMS**

- Asthma attacks occur when someone is exposed to a trigger
- The smooth lining of the bronchioles within the lungs go into spasm and start to swell
- The combined swelling and spasm reduce the ability of the lungs to function and breathing becomes distressed and laboured
- An attack usually starts with a feeling of tightness in and across the chest
- It becomes gradually more difficult to breathe air into and out of the lungs and respirations become laboured and wheezy
- In some cases, the ability to exhale becomes so compromised that the audible wheeze is absent ('silent chest') and this is a sign that the person is seriously ill and needs immediate medical attention
- Children, particularly young children, are unable to describe the feeling of tightness and may say they have tummy ache

## **WHICH PUPILS AT OUR SCHOOLS HAVE ASTHMA?**

Pupils within our schools will be encouraged to develop their skills to use their inhalers as independently as possible; this work will inform part of their educational plan. It is anticipated that until the pupil is able to evidence the skills, knowledge and understanding in the recognition of the need/independent use of their inhaler school staff will be used to support pupils in the management of their medical condition/guide such use. It is anticipated that the school nurse may also be able to advise on appropriate use cascading this information to the pupil and their class team.

The list of pupils who attend our school with Asthma (Asthma register – **APPENDIX A**) is in the Medical file which is kept in the nurse’s office/Head teachers’ office. It is the responsibility of the school nurse or in their absence the Head Teacher to ensure this file is monitored and updated in accordance to any new information received by parents/carers. It is the responsibility of the school nurse or in their absence the Head Teacher to make all staff aware of the pupils in their school who have asthma; this information will be cascaded at the beginning of each academic year and when any updated information is received from parents/ carers /GP’s.

The list of pupils whose parents/carers have given consent for Emergency Inhaler use is in the nurse’s office or in their absence the Head Teachers office with the Emergency kit; each pupils Individual Safety Plan/Health Care plan which is updated annually details information received from parents in relation to asthma, these plans are shared with the class team. To secure this information is regularly updated this is checked at pupil’s annual review with parents/carers by the review lead (*any updates received from parents are provided to the school nurse; it is the responsibility of the office manager to provide such updated information*).

All staff with First aid responsibilities and training at our school knows how to recognise an asthma attack, how to access inhalers and support pupils in using them and how to complete the appropriate records.

<b>At our school the First Aid staff are:</b>
<b>First Aid at work:</b> <b>Ryan Latino, Annabel Barsch, Jenny Buckland, Natalie Marsland and Rob Armstrong.</b>
<b>PAEDIATRIC First Aid:</b> <b>Laura Clemow, Claire Thurston, Emma King, Michelle Mulkeen, Kathy Archer, Beccy Lett, Sarah Smale, Kim Thomas, Chriselle Bishop and Dee Dockery.</b>

All other staff within our schools know what an asthma attack looks like, be aware of how to support a pupil to use their inhaler, be aware of who the First Aid staff are and how to access their help. The protocols in identifying/dealing with an asthma attack are displayed in all classes.

### **Children who can use an inhaler**

The emergency Salbutamol inhaler should **only** be used by children:

- who have been diagnosed with asthma, and prescribed a reliever inhaler;
- OR who have been prescribed a reliever inhaler;
- AND for whom written parental consent for use of the emergency inhaler has been given
- This information should be recorded in a child's individual healthcare plan which is held by the \*school nurse/\*first aid officer (\*delete as appropriate)

***A child may be prescribed an inhaler for their asthma which contains an alternative reliever medication to Salbutamol (such as Terbutaline). The Salbutamol inhaler should still be used by these children if their own inhaler is not accessible – it will still help to relieve their asthma and could save their life.***

There are already procedures in place to ensure our schools are notified of children that have additional health needs such as asthma; this information is recorded in our asthma register held by the school nurse.

The asthma register is crucial to ensure our schools have an on-going record of the pupils who have asthma to enable the school nurse to cascade this information to school staff. This register will be easy to access and stored on the electronic pupil data system held by the schools; this record will enable school staff to check that a child is recorded as having asthma, and consent for an emergency inhaler to be administered. Consent will be updated on a regular basis; our schools have identified that this update will take place yearly. It is the responsibility of the school nurse to take account of changes to a child's condition and record this appropriately.

### **INHALERS AND THEIR MANAGEMENT**

Pupils with Asthma should have their own Reliever Inhaler which they carry with them (school staff will ensure these are available if the child is not able to take full responsibility for their inhaler). Reliever Inhalers are usually blue and contain Salbutamol.

Inhalers will be taken on all out of school visits; the identification of children with asthma and the need for inhalers to accompany them will be recorded on the additional control measures sheets used to underpin generic risk assessments. It is the responsibility of the visit lead to identify / cascade

appropriate information in relation to children who suffer from asthma to all the staff who support such pupils/involved in school visits.

Some pupils have a Reliever Inhaler in the Medical box in the nurse's office in case they lose or leave at home the one they should be carrying or the one they have is empty. They are all clearly marked with the individual's name; it is the responsibility of the school nurse for checking these each term to ensure all inhalers are in date, are clean and ready for use and notifying parents when a new inhaler is required.

Some pupils use a spacer which is a more effective way of ensuring the drug in the inhaler reaches the lungs. There are a number of different designs and if a pupil has a specific spacer this is also clearly labelled and kept in the main office.

Some pupils may need help to manage their inhaler and/or spacer and it will not be assumed that they know what to do.

### **EMERGENCY ASTHMA INHALERS**

All schools within our Special Partnership Trust have an emergency asthma inhaler on the premises. These are in an easily accessible place and known to all staff.

Salbutamol inhalers are intended for use where a child has asthma. The symptoms of other serious conditions/illnesses, including allergic reaction, hyperventilation and choking from an inhaled foreign body can be mistaken for those of asthma, and the use of the emergency inhaler in such cases could lead to a delay in the child getting the treatment they need.

For this reason, the emergency inhaler will only be used by children who have been diagnosed with asthma, and prescribed a reliever inhaler, AND whose parents have given consent for an emergency inhaler to be used.

At our school, the Emergency Asthma Inhaler kit is in the:

**Nurses Room**  
(in locked cupboard, label on cupboard indicating it contains Emergency Asthma Inhaler kit, there are a minimum of two inhaler kits on each site)

### **It is intended for use by pupils who:**

- Have been diagnosed with Asthma and prescribed an inhaler
- **OR** who have been prescribed a reliever inhaler
- **AND** for whom written parental consent for use of the emergency inhaler has been given
- This information will be available with the Emergency Asthma Inhaler kit located in the nurses' office.

- A pupil may be prescribed an inhaler which contains an alternative to Salbutamol; the emergency inhaler can still be used by these pupils if their own inhaler is not accessible and they are experiencing symptoms
- If a pupil has used the Emergency Asthma inhaler, parents/carers should be informed (see **APPENDIX B** – letter to parents), a copy of this will be retained by the school and stored in the pupils' school records
- The emergency inhaler must only be used for pupils as above. It must not be used for pupils whose parents/carers have not given consent and it must not be used for pupils who are breathless. In this case a First Aider will decide whether further medical help is required

### **The emergency kit**

The schools within the Special Partnership will consider keeping more than one emergency asthma kit, especially if covering more than one site, to ensure that all children within the school environment are close to a kit. An additional kit will be purchased to accompany any pupils when they are undertaking educational visits if they do not have their inhaler with them; the pupil's individual safety plan will identify the need for the emergency inhaler kit to be taken in such instances. An emergency asthma inhaler kit should include:

- a Salbutamol metered dose inhaler;
- at least two plastic spacers compatible with the inhaler;
- instructions on using the inhaler and spacer;
- instructions on cleaning and storing the inhaler;
- manufacturer's information;
- a checklist of inhalers, identified by their batch number and expiry date, with monthly checks recorded by the \*school nurse/\*first aid officer (\*delete as required);
- a note of the arrangements for replacing the inhaler and spacers (see below);
- Guidance on the use of emergency Salbutamol inhalers in schools
- a list of children permitted to use the emergency inhaler (see section 4) as detailed in their individual healthcare plans;
- a record of administration (i.e. when the inhaler has been used)

Parents will be asked to sign a consent form to allow the school to use the emergency Salbutamol inhaler if/as required; \*the school nurse/\*first aid officer (\*delete as necessary) will keep all records of permission slips, updating these in accordance to care plans held (**APPENDIX C**).

### **Salbutamol**

Salbutamol is a relatively safe medicine, particularly if inhaled, but all medicines can have some adverse effects. Those 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

The main risk of allowing schools to hold a Salbutamol inhaler for emergency use is that it may be administered inappropriately to a breathless child who does not have asthma. ***It is essential therefore that each of our schools ensure that the inhaler is only used by children who have asthma or who have been prescribed a reliever inhaler, and for whom written parental consent has been given and parents have been notified when the emergency inhaler has been used.***

## **Arrangements for the supply, storage, care and disposal of the inhaler**

### **Supply**

Schools within our Special Partnership Trust will buy inhalers and spacers (these are enclosed plastic vessels which make it easier to deliver asthma medicine to the lungs) from a pharmaceutical supplier, such as a local pharmacy, without a prescription, provided the general advice relating to these transactions are observed.

Our schools will buy inhalers in small quantities on an occasional basis and we will not profit from it. We acknowledge that Pharmacies are not required to provide inhalers or spacers free of charge to schools: the school will pay for them as a retail item.

A supplier will need a request signed by the head teacher (ideally on appropriately headed paper) stating:

- the name of the school for which the product is required
- the purpose for which that product is required
- the total quantity required

Our schools will liaise with the school nurse/community pharmacist in relation to the different plastic spacers available and what is most appropriate for the age-group/needs types of learners within our schools; this is the role of the school nurse. Community pharmacists can also provide advice on the use of the inhaler.

### **Storage, use and disposal**

It is the responsibility of the school nurse for maintaining the emergency inhaler kit undertaking the following checks on a monthly basis:

- the inhaler and spacers are present and in working order, and the inhaler has sufficient number of doses available;
- that replacement inhalers are obtained when expiry dates approach;
- replacement spacers are available following use; the plastic inhaler housing (which holds the canister) has been cleaned, dried and returned to storage following use, or that replacements are available if necessary

Our school will identify where the emergency inhalers/spacers are stored (**APPENDIX D**); all inhalers will be stored:

- at the appropriate temperature (in line with the manufacturers guidelines), usually below 30C
- away from direct sunlight and extremes of temperature

The inhaler and spacers will be kept separate from any child's inhaler which is stored in a nearby location to them and the emergency inhaler will be clearly labelled to avoid confusion with a child's inhaler.

### **Use of emergency inhaler**

- An inhaler should be primed when first used (e.g. spray two puffs as it can become blocked again when not used over a period of time, it should be regularly primed by spraying two puffs)
- To avoid possible risk of cross-infection, the plastic spacer will **NOT** be reused; it can be given to the child to take home for future personal use.
- The inhaler itself however can usually be reused, provided it is cleaned after use
- The inhaler canister will be removed, and the plastic inhaler housing and cap will be washed in warm running water, and left to dry in air in a clean, safe place
- The canister will be returned to the housing when it is dry, and the cap replaced, and the inhaler returned to the designated storage place
- ***However, if there is any risk of contamination with blood (for example if the inhaler has been used without a spacer), it will not be re-used but disposed of***

The school will record the use of the emergency inhaler with any pupil on the 'Administering of emergency inhaler' which is retained with the emergency inhaler kit; it is the responsibility of the person administering the use of the Salbutamol inhaler to record all information (**APPENDIX E**).

### **Disposal**

Manufacturers' guidelines usually recommend that spent inhalers are returned to the pharmacy to be recycled, rather than being thrown away. Our schools will be aware that to do this legally, we will register as a lower-tier waste carrier, as a spent inhaler counts as waste for disposal. Registration only takes a few minutes online, and is free, and does not usually need to be renewed in future years.

### **Parents:**

Parents will be sent a consent form which asks them to

<https://www.gov.uk/waste-carrier-or-broker-registration>

### **Useful links:**

<p><b>Supporting pupils at school with medical conditions. Statutory guidance for governing bodies of maintained schools and proprietors of academies in England (Department for Education, 2014).</b>  <a href="https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions">https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions</a></p>
<p><b>The Administration of Medicines in Schools (Scottish Executive, 2001),</b> <a href="http://www.scotland.gov.uk/Publications/2001/09/10006/File-1">http://www.scotland.gov.uk/Publications/2001/09/10006/File-1</a></p>
<p><b>Supporting Pupils with Medication Needs, (Department of Education, Department of Health, Social Services and Public Safety, 2008)</b>  <a href="http://www.deni.gov.uk/index/support-and-development-2/special_educational_needs_pg/special_educational_needs-supporting_pupils_with_medication_needs-2.htm">http://www.deni.gov.uk/index/support-and-development-2/special_educational_needs_pg/special_educational_needs-supporting_pupils_with_medication_needs-2.htm</a></p>
<p><b>Asthma UK Website</b>  <a href="http://www.asthma.org.uk/">http://www.asthma.org.uk/</a></p>
<p><b>Education for Health</b>  <a href="http://www.educationforhealth.org">http://www.educationforhealth.org</a></p>
<p><b>School Asthma Cards</b>  <a href="http://www.asthma.org.uk/Shop/school-asthma-card-pack-of-20-healthcare-professionals">http://www.asthma.org.uk/Shop/school-asthma-card-pack-of-20-healthcare-professionals</a></p>
<p><b>NHS Choices, Asthma in Children</b>  <a href="http://www.nhs.uk/conditions/asthma-in-children/pages/introduction.aspx">http://www.nhs.uk/conditions/asthma-in-children/pages/introduction.aspx</a></p>
<p><b>Getting it right for children, young people and families. Maximising the contribution of the school nursing team: Vision and Call to Action (March 2012).</b>  <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216464/dh_133352.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216464/dh_133352.pdf</a></p>

**APPENDIX A - Asthma Register- For Emergency Treatment**

Name	Usual prescribed treatment	method of delivery	Consent for use of emergency inhaler
<i>For Example Joe Smith</i>	<i>Ventolin</i>	<i>Aero chamber (size = blue)</i>	<i>Yes</i>

**APPENDIX B - LETTER TO INFORM PARENTS OF  
EMERGENCY SALBUTAMOL INHALER USE**



**LETTER TO INFORM PARENTS OF  
EMERGENCY SALBUTAMOL INHALER USE**

<b>Child's name:</b>
<b>Class:</b>
<b>Date:</b>
<p>Dear</p> <p>This letter is to formally notify you that _____ has had problems with his / her breathing today.</p> <p>This happened when</p> <p>A member of staff helped them to use their asthma inhaler.</p> <p>They did not have their own asthma inhaler with them, so a member of staff helped them to use the emergency asthma inhaler containing Salbutamol.</p> <p>They were given _____ puffs.</p> <p>Their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing Salbutamol.</p> <p>They were given _____puffs.</p>

**[Delete as appropriate]**

Although they soon felt better, we would strongly advise that you have your child seen by your own doctor as soon as possible.

Yours sincerely,

Staff Name

COPY: School file

**APPENDIX C - CONSENT FORM:  
USE OF EMERGENCY SALBUTAMOL INHALER**

<b>Special Partnership Trust Curnow School</b>
<b>Child's name:</b>
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, clearly 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 school for such emergencies
<b>Signed:</b>
<b>Date:</b>
<b>Parent's address and contact details:</b>
<b>Telephone:</b>
<b>Mobile:</b>
<b>E-mail:</b>

## **APPENDIX D – EMERGENCY INHALERS (STORAGE)**

**Emergency Inhalers and Spacers**  
**(To be kept out of reach/sight of all pupils but**  
**NOT locked away)**

**The emergency inhalers and spacers can be  
found at:**

**Nurses Room**

(in locked cupboard, label on cupboard indicating it contains Emergency  
Asthma Inhaler kit, there are a minimum of two inhaler kits on each site)

## Appendix E - Administering of **emergency** inhaler

Date & Time	Staff name	Pupil name	Dose given	Action take – e.g. – parent called/ ambulance called/ continue to monitor	Letter home – <i>please retain a copy for school records</i>	Staff signature