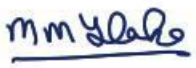
Shires Multi Academy Trust
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Asthma Policy

Policy Name: Asthma	**Policy Reference: MAT-OP16**
Owner/Reviewer: COO	**Review Date: 9th July 2026**
Approved by: COO	**Approval Date: 9th July 2026**
Chair of Trust Board 	**Review Frequency: Annually**
	Date of Next Review: Summer Term 2027

Rationale

At Shires Multi Academy Trust we recognise that asthma is the most common chronic condition, affecting one in eleven children. We encourage children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, parents, health professionals and pupils. All staff who come into contact with children with asthma are provided with training on asthma regularly, from the school nurse who has had asthma training.

As a Trust we welcome any pupil with asthma and;

- Ensure that children with asthma participate fully in all aspects of school life including PE
- Recognise that immediate access to reliever inhalers is vital
- Keep records of children with asthma and the medication they take
- Ensure the school environment is favourable to children with asthma
- Ensure that other children understand asthma
- Ensure all staff who come into contact with children with asthma know what to do in the event of an asthma attack
- Will work in partnership with all interested parties including all school staff, parents, governors, doctors and nurses, and children to ensure the policy is implemented and maintained successfully

Medication and storage

Immediate access to reliever inhalers is vital. Reliever inhalers are kept in the Schools' medical room. During PE, or out of school activities, inhalers will be taken and carried by an appropriate member of staff.

Parents are asked to ensure that the school is provided with a labelled, prescribed reliever inhaler. All inhalers must be labelled with the child's name by the parent. School staff are not required to administer medication to children except in an emergency, however many of our staff our happy to do this. School staff who agree to do this are insured under our liability and indemnity insurance. **All school staff will let children take their own medication when they need to.**

Record Keeping

At the beginning of each school year, or when a child joins the school, parents are asked if their child has asthma. All parents of children with reported asthma from data collection or during the induction process, are given an Asthma School Card to complete and return to the school (see Appendix 1).
From this information we keep our **asthma register** which is available for all school staff. Cards are then sent to parents on an annual basis to update. If medication changes in between times, parents are asked to inform the school.

All Schools under Shires Multi Academy Trust hold an emergency inhaler as per Department for Education guidance on the use of Emergency Salbutamol inhalers (see Appendix 1 for protocol). Permission is sought for the administration of this from parents as part of the Asthma School Card.

PE and sports events

Taking part in sports is an essential part of school life. Teachers are aware of which children have asthma from the asthma register. Children with asthma are encouraged to participate fully in PE. Teachers will remind children whose asthma is triggered by exercise as necessary, to take their reliever inhaler before the lesson. Each child's inhalers will be labelled and kept with the teacher at the site of the lesson. If a child needs to use their inhaler during the lesson, they will be encouraged to do so.

The school environment

The schools do all that they can to ensure the school environment is favourable to children with asthma. Schools do not keep furry pets and has a non-smoking policy. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

Asthma and Learning

If a child is missing a lot of time from school because of asthma or is tired in class because of disturbed sleep and falling behind in their learning, the class teacher will initially talk to the parents. If appropriate the teacher will then talk to the school nurse and SENCo about the situation. The school recognises that it is possible for children with asthma to have special education needs because of asthma.

Asthma Attacks

All staff who come into contact with children with asthma know what to do in the event of an asthma attack. The school follows the following procedure:

1. Keep calm and reassure the child
2. Encourage the child to sit up and slightly forward
3. Use the child's own inhaler – if not available, use the emergency inhaler
4. Remain with the child while the inhaler and spacer are brought to them
5. Immediately help the child to take two separate puffs of salbutamol via the spacer
6. If there is no improvement, continue to give two puffs at a time every two minutes, up to a maximum of 10 puffs
7. Stay calm and reassure the child. Stay with the child until they feel better. The child can return to school activities when they feel better
8. If the child does not feel better or you are worried at ANYTIME before you have reached 10 puffs, call 999 for an ambulance.

After the attack
Minor attacks should not interrupt a child's involvement in school. When they feel better they can return to school activities.

The child's parents must be told about the attack and a letter informing parents of the amount of inhaler puffs needed is sent home. A copy of the letter should be kept in school for our records (see Appendix 2).

Emergency procedure
Call an ambulance immediately and commence the asthma attack procedure without delay if the child;

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

A child should always be taken to hospital in an ambulance. School staff should not take them in their car as the child's condition may deteriorate.

APPENDIX 1

EMERGENCY SALBUTAMOL INHALER PROTOCOL

Children prescribed with asthma should have their own reliever inhaler at school to treat symptoms and for use in the event of an asthma attack. However, there may be an emergency at some time when they are without it. For this reason, we hold an emergency salbutamol inhaler in school.

The 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 where written parental consent for use of the emergency inhaler has been given (see consent form Appendix 3)

The emergency kit

This includes:

- A salbutamol metered dose inhaler
- 2 plastic spacers
- Instructions on using the inhaler and spacer
- Instructions on cleaning and storing the inhaler
- A list of children permitted to use the emergency inhaler
- A record of administration

Storage and care of the inhaler

The emergency inhaler kit is stored in the medical room, on the worktop under the cupboard, directly in front of you for speed of access and away from other pupils' inhalers. It is clearly labelled.

The inhaler and spacers are checked on a monthly basis to ensure they are present and in working order, in date, and the inhaler has sufficient number of doses available. The plastic housing (which holds the canister) is cleaned, dried and returned to storage.

After use, the spacer should not be re-used. It can be given to the child to take home for personal future use. The inhaler can be reused. It must be cleaned by removing the canister and washing the plastic housing and cap in warm running water, then left to dry in air in a clean, safe place. However, if there is any risk of contamination with blood (e.g. if the inhaler has been used without the spacer) it should be disposed of.

Recording use of the inhaler and informing parents/carers

Use of the emergency inhaler must be recorded. This should include where and when the attack took place, how much medication was given and by whom. The child's parents must be informed in writing so that this information can be passed onto the child's GP (see draft letter Appendix 4).

Staff

Designated members of staff are responsible for administering the inhaler in an emergency.

SHIRES MULTI ACADEMY TRUST

NOTIFICATION OF EMERGENCY SALBUTAMOL INHALER USE

Child's name:

Date: **Class:**

Dear _____ ,

This letter is to formally notify you that your child _____ has

had problems with his / her breathing today.

This happened (where and when):

A member of staff helped them to use the **emergency** asthma inhaler containing salbutamol.

They were given ____ puffs.

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

☐ *Please tick to confirm*

Parent has received a telephone call to notify them of the information contained within this form.

STAFF SIGNATURE: **PRINT NAME:**

First Aider Administering

PLEASE SCAN A COPY AND EMAIL TO PARENTS & PLACE A COPY IN CHILD'S ASTHMA RECORD FILE

SHIRES MULTI ACADEMY TRUST ASTHMA CARD 26-27

To be filled in by the parent/carer

Child's name

Date of birth

Address

Parent / carer's name

Telephone - home

Telephone - mobile

Email

Doctor/nurse's name

Doctor/nurse's telephone

This card is for your child's school. **Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes**

Reliever treatment when needed

Medicines and spacers should be clearly labelled with your child's name and kept in agreement with the school's policy.

Medicine	Parent/carer's signature

cough, help or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

If the school holds a central reliever inhaler and spacer for use in emergencies, I give permission for my child to use this.

Parent/carer'ssignature Date

Expiry dates of medicines

Parent/carer's signature **Date**

What signs can indicate that your child is having an asthma attack?

Does your child tell you when they need medicine?

Yes ☐ No ☐

Does your child need help taking their asthma medicines?

Yes ☐ No ☐

What are your child's triggers (things that make their asthma worse)?

Pollen ☐ Stress ☐

Exercise ☐ Weather ☐

Cold/flu ☐ Air pollution ☐

If other please list

Does your child need to take any other asthma medicines while in the school's care?

Yes ☐ No ☐

If yes please describe

Medicine	How much and when taken

Dates card checked

Date	Name	Job title	Signature / Stamp

To be completed by the GP

Actions to take if a child is having an asthma attack

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**

ASTHMA QUESTIONS?

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.**

Asthma and Lung UK, a charitable company limited by guarantee with company registration number 01863614, with registered charity number 326730 in England and Wales, SC038415 in Scotland, and 1177 in the Isle of Man. Last reviewed and updated 2020; next review 2023

SHIRES MULTI ACADEMY TRUST

MONTHLY CHECKS OF EMERGENCY SALBUTAMOL INHALER & SPACER

2025 - 2026

DATE CHECK WAS UNDERTAKEN	NAME OF PERSON UNDERTAKING CHECK	ACTION(S) ARISING FROM CHECK	SIGNATURE OF PERSON UNDERTAKING CHECK

SHIRES MULTI ACADEMY TRUST

RECORD OF EMERGENCY SALBUTAMOL INHALER & SPACER ADMINISTRATION

DATE ADMINISTERED	CHILD'S NAME	CLASS	ADMINISTERED BY

Protocol for Administration of Emergency Inhaler

1. To be administered by a designated first aider

2. Refer to the child's asthma card to check that consent has been given for use

3. Telephone the child's parents to notify them that the administration has taken place

4. Notify headteacher that the administration has taken place

5. Complete the notification form for parents. Email a copy to parents and place a copy in the child's asthma records

6. The spacer **cannot** be reused so to be sent home with the child

7. The inhaler **can** be reused. It must be cleaned by removing the canister and washing the plastic housing and cap in warm running water, then left to dry in air in a clean, safe place.

8. Record of emergency inhaler and spacer administration should then be completed (located in the emergency inhaler box)

9. Ordered placed at pharmacy for new spacer within 24 hours

SHIRES MULTI ACADEMY TRUST

SCHOOL ASTHMA REGISTER

2025 – 2026

CHILD'S NAME	CLASS	ASTHMA CARD COMPLETED	CONSENT GIVEN FOR EMERGENCY INHALER Y/N