



Sellindge Primary School

Asthma Policy

Date written	28 th April 2026
Approved by Full Governing Body	6 th May 2026
Last Review	28 th April 2026
Next Review Date	01/04/27
Version Control	
Network location	T:\Admin and Publications\Policies and Guidance\Policies and Procedures\SEN, Inclusion and Medical\Medical
Distribution	Website

Sellindge Primary School welcomes all children with asthma. The school encourages pupils with asthma to achieve their potential in all aspects of school by having a clear policy which is understood by staff, pupils and the wider community.

The School

- Recognises that asthma is a serious but controllable condition affecting many school children
- Ensures that pupils with asthma participate fully in all aspects of school life including PE
- Recognises that immediate access to reliever inhalers is vital
- Keeps records of children with asthma and the medication they take
- Ensures the school environment is favourable to children with asthma
- Ensures that all staff who come into contact with children with asthma know what to do in the event of an asthma attack. Our first aiders (*please see appendix A) are responsible for dealing with children with asthma. All staff members who have children with asthma in their class are aware of procedures to take in event of asthma episode.
- Will work in partnership with all interested parties including all school staff, parents, governors, doctors and asthma nurses to ensure the policy is implemented and maintained safely.

Responsibilities

The Governing Body is responsible for

- Creating and Reviewing the effectiveness of the policy
- Monitoring that the policy is implemented and its effectiveness

The Headteacher is responsible for

- Liaising between interested parties – school staff, school nurses, parents/carers, governors, the school health service and pupils
- Ensure the plan is put into action, with good communication of the policy to everyone
- Ensure every aspect of the policy is maintained
- Assess the training and development needs of staff and arrange for them to be met
- Ensure all supply teachers and new staff know the school asthma policy
- Delegate a staff member to check the expiry date of inhalers and maintain the school asthma register

School Staff

All school staff have a responsibility to

- Understand the school asthma policy
- Know which pupils they come into contact with have asthma
- Know what to do in an asthma attack
- Allow pupils with asthma immediate access to their reliever inhaler
- Tell parents/carers if their child has had an asthma attack
- Record on CPOMS if a child uses their inhaler
- Tell parents/carers if their child is using more reliever inhaler than they usually would
- Ensure pupils have their asthma medicines with them when they go on a school trip or out of the classroom
- Ensure pupils who have been unwell catch up on missed school work
- Be aware that a pupil may be tired because of night time symptoms
- Liaise with parents/carers and SENCo if a child is falling behind with their work because of their asthma
- Recognise that it is possible for pupils with asthma to have special educational needs due to the asthma

Parents/Carers

Parents/carers have a responsibility to:

- Tell the school if their child has asthma
- Ensure the school has a complete and up to date school asthma card (Appendix B) for their child
- Inform the school about the medicines their child requires during school hours
- Inform the school of any medicines the child requires while taking part in visits, outing or field trips and other out of school activities such as school team sports
- Tell the school about any changes to their child's medicines, what they take and how much
- Inform the school of any changes to their child's asthma (for example, if their symptoms are getting worse or they are sleeping badly due to their asthma)
- Ensure their child's reliever inhaler (and spacer where relevant) is labelled with their name

- Ensure that their child's reliever inhaler is within its expiry date
- Keep their child at home if they are not well enough to attend school
- Ensure their child catches up on any school work they have missed
- Ensure their child have regular asthma reviews with their doctor or asthma nurse (every six to 12 months) or advised by the doctor
- Ensure their child has a written personal asthma action plan to help them manage their child's condition

Pupils

Pupils have a responsibility to:

- Treat other pupils with and without asthma equally
- Tell their parents/carers, teacher or PE teacher when they are not feeling well
- Treat asthma medicines with respect
- Know how to gain access to their medicine in an emergency
- Know how to take their own asthma medicines
-

Medication - Children are encouraged to take responsibility for their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. It is the parents' responsibility to ensure that the school is provided with labelled inhalers. These will be kept in the school office in the first aid cupboard. This cupboard is unlocked and easily accessible to all. Each is stored in a clear plastic bag with the name of the child and the normal dosage instructions clearly displayed on the outside of the box. Teachers will be responsible for taking inhalers when the class goes off site. School staff are not required to administer medication to children except in an emergency, however, we have trained first aiders* who will assist children. These first aiders* do so on a voluntary basis. There is no school nurse on site. The school chooses not to hold emergency salbutamol inhalers within school. No asthma medication will be held in school without a School Asthma Card. These are stored in the school office in the 'Supporting Pupils with Medical Conditions' File.

Asthma Attacks

The school follows the following procedures:

1. Ensure the reliever inhaler is used immediately and make sure one of the first aiders* is called
2. Stay calm and reassure the child
3. Help the child to breathe by ensuring tight clothing is loosened

Emergency Procedure

Call an ambulance and parent urgently from the school office if

- The reliever has no effect after five to ten minutes
- The child is either distressed or unable to talk
- The child is getting exhausted
- If no inhaler is available or it has run out then use another child's. **This would only be used in an emergency.**

First Aiders

All our staff are trained in Basic First Aid
In addition:



Mrs Buckley
Level 3 First Aid at Work (RFQ)



Miss Fuggle
Level 3 Emergency First Aid at Work &
Emergency Paediatric First Aid (RFQ)



Mrs Oates

Level 3
Emergency
Paediatric
First Aid
(RFQ)



Miss Wren



Mrs Heyden



Mrs Mercer



School Office &
Resources Room



School Office

School Asthma Card

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

Reliever treatment when needed

For shortness of breath, sudden tightness in the chest, wheeze or cough, give or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

Medicine	Parent/carer's signature

Expiry dates of medicines checked

Medicine	Date checked	Parent/carer's signature

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

Parent/carer's signature

Date

Does your child tell you when he/she needs medicine?

☐ Yes ☐ No

Does your child need help taking his/her asthma medicines?

☐ Yes ☐ No

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

Does your child need to take medicines before exercise or play?

☐ Yes ☐ No

If yes, please describe below

Medicine	How much and when taken

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

☐ Yes ☐ No

If yes please describe below

Medicine	How much and when taken

Dates card checked by doctor or nurse

Date	Name	Job title	Signature

What to do if a child is having an asthma attack

- 1 Help them sit up straight and keep calm.
- 2 Help them take one puff of their reliever inhaler (usually blue) every 30-60 seconds, up to a maximum of 10 puffs.
- 3 Call 999 for an ambulance if:
 - their symptoms get worse while they're using their inhaler - this could be a cough, breathlessness, wheeze, tight chest or sometimes a child will say they have a 'tummy ache'
 - they don't feel better after 10 puffs
 - you're worried at any time.
- 4 You can repeat step 2 if the ambulance is taking longer than 15 minutes.



Any asthma questions?

Call our friendly helpline nurses

0300 222 5800

(9am - 5pm; Mon - Fri)

www.asthma.org.uk

