



Asthma Policy

This Policy was approved at a meeting of the Full Governing Body on 3rd July 2026

Chair of Governors: Mr J Howes
Headteacher: Ms Y Nunn

Signed *J. Howes* Chair of Governors
Signed *Yvonne Nunn* Headteacher

Review Date: Spring 2027

HAMPTON PRIMARY SCHOOL

ASTHMA POLICY

This policy has been written with advice from the DES, National Asthma Campaign, the Local Education Authority, the School Health Service, parents, the governing body and pupils. **It should be read in conjunction with the school's Medical and Intimate Care Policy.**

Hampton Primary School recognises that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma.

This school encourages children with asthma to achieve their potential in all aspects of school life, by having a clear policy that is understood by school staff, their employers (the Local Education Authority) and pupils. Supply teachers and new staff are also made aware of the policy. Staff training is updated as required.

Medication

The school recognises that immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. All children should have an awareness of how to use their inhaler correctly. The reliever inhalers of younger children are kept in the classroom in a labelled container. Inhalers are kept in school and are returned at the end of the summer term. The school staff regularly check that inhalers are in date and will notify parents if they have expired. School staff will contact parents to request replacement inhalers that are about to or have expired. This may be via text, dojo or e-mail message, letter or in person & by phone.

Parents are asked to ensure children understand how to use their inhaler correctly.

All inhalers are to be labelled by the parent with the child's name and should be supplied to school with original packaging (*see school medical policy*). School staff are not required to administer medication to children except in an emergency, however many of our staff are happy to do this and can support younger children when required. School staff who agree to do this are insured by the local education authority when acting in accordance with this policy.

All staff will let children take their own medication when they need to.

Additionally, in preparation of moving to secondary provision, children in Y6 retain control of their asthma pumps and use their inhalers independently, although staff are always available to assist a child in an emergency or if they are having difficulty. Parents of year 6 children should ensure that if their child has an asthma inhaler they bring it to school every day and know how to use it correctly.

Record Keeping

When a child joins the school and has been diagnosed with asthma or when a child is given an inhaler to use by a doctor or asthma nurse, parents are asked to complete a blue asthma medical record form (*see appendix A*). From this information the school keeps its asthma register which is available for all school staff and is updated regularly. If medication changes in between times, parents are expected to inform the school and complete a new blue asthma medical record form (*see appendix A*).

Each class has an Asthma Record sheet for individual children on which a record is kept of each time an inhaler is used. Each Class Teacher will be given a copy of the blue asthma medical record form and the Asthma Action Plan if available, so they are aware of the requirements of the children in their class. A notification form is sent home to parents when an inhaler has been used, which is completed by school staff.

Parents are asked to provide copies of documents given by medical professionals about their child's use of an inhaler and inform the school when reviews are due, this includes copies of 'Asthma Action Plans'. Blue asthma medical record forms are archived at the end of each school year in term 6. Parents are asked to complete a new blue asthma medical record form for the start of the new school year in term 1 or provide written confirmation that their child no longer requires the use of an inhaler. The school can provide a form for this purpose (*see appendix D and attachment*).

At the start of each academic year in September, when a child's class, year or teacher changes, parents are required to complete a new blue asthma medical record form. This form confirms their child still requires an inhaler, the prescribed dosage, when it should be used, and any other relevant information about the child's condition. Parents must also ensure that their child brings an in-date inhaler to school on the first day of Term 1. This process ensures that accurate and up-to-date medical information is available to the child's new teacher and support staff.

It is important that the school is informed in writing when a child no longer requires the use of an inhaler and a form is available from the school office for this purpose.

School Trips and Off-Site Visits

Inhalers will be taken on all school trips and off-site visits. School staff will be responsible for ensuring children who may require the use of their inhaler are notified on the risk assessment and that inhalers are taken on the trip, are in date and are not empty. Parents should be contacted prior to the trip if there are any concerns or doubts about a child's asthma use or records for clarification.

For children in the Foundation stage and Years 1 to Year 4, inhalers are usually carried by school staff supporting that group. For children in Years 5 and 6 children generally carry their own inhalers. Staff and volunteers supporting these trips will be informed of any children who require inhalers and will have access to relevant medical documentation to ensure appropriate care is provided if needed. Notes regarding inhaler use will be included in trip risk assessments. As pupils in Year 6 are responsible for their own inhalers school staff will check that those pupils have their inhaler in their possession before leaving school premises.

PE and Assemblies

School staff for Foundation stage to year 5 will take their class asthma box to all PE lessons (indoors & outdoors) as well as into the hall for assemblies or other events and to alternative areas of the school site including forest school, and off site sporting events and swimming lessons.

Pupils in Yr 6 are responsible for their own inhalers and school staff/class teachers/the Sports Coach will check that those pupils have their inhaler in their possession.

Breakfast & After School Clubs

Staff are to be made aware of those children attending the schools Breakfast &/or After School Club who use an inhaler. Inhalers kept in class do not go to clubs and parents will be expected to provide additional inhalers for children who attend a club either before or after school which will be kept with copies of the asthma medical record form and asthma action plans by staff for when required.

The School Environment

The school ensures the school environment is inclusive for all children with asthma. The school has a non-smoking policy and does not permit the bringing of family pets to school by pupils. As far as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

Attendance

If a child is missing time from school because of asthma or is tired in class because of disturbed sleep and falling behind, the class teacher will initially talk to the parents. If appropriate, the teacher will then talk to the Inclusion Manager and/or FLO about the situation. The school recognises that it is possible for children with asthma to have additional educational needs because of asthma and this will be addressed accordingly.

Asthma Symptoms

Asthma is caused by a reversible narrowing of the airways to the lungs. It restricts the passage of air both in and out as you breathe. The symptoms of asthma occur when the muscles around the airways tighten and the lining of the airway becomes inflamed and start to swell; this leads to a narrowing of the airways. The usual symptoms of asthma are:

- Coughing
- Shortness of breath
- Wheezing
- Tightness in the chest
- Being unusually quiet
- Difficulty speaking in full sentences
- Sometimes younger children will express the feeling of tightness in the chest as a tummy ache

The symptoms however are rapidly reversible with appropriate medication. Only when symptoms fail to be reversed medical attention must be sought.

Asthma Attacks

Staff who encounter children with asthma know what to do in the event of an asthma attack, and most support staff are first aid trained.

The information provided on the blue asthma medical record form, signed by parents and Asthma Action Plan, normally supplied by a medical professional (either a doctor or asthma nurse), should be followed.

In most cases the school staff will follow the procedure below:

- Ensure that the reliever inhaler is taken immediately
- Stay calm and reassure the child
- Help the child to breathe by ensuring tight clothing is loosened
- Encourage the child to breathe slowly and deeply
- Most children find it easier to sit upright or lean forward slightly. Lying flat on the back does not help the breathing!
- The reliever inhaler should work within 5-10 minutes
- Offer the child a drink of water and allow time to recover before returning to school activities
- Do not allow strenuous physical activities to resume until the child is fully recovered

After the Attack

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

- Staff should record the use of the inhaler on the class record of inhaler use (*see appendix C*) and
- Staff should complete the administered medication confirmation form (*see appendix B*) to be sent home at the end of the day

The child's parents must be told about attacks which are severe or unduly frequent, and staff should contact parents immediately with any concerns or doubts about a child's use of their inhaler or wellbeing.

Emergency Procedure

Call the child's parents, doctor or ambulance 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 you have any doubts at all about the child's condition.
- Continue to give reliever medication (if necessary, one puff into spacer every few minutes) while you wait for help to arrive. Reliever medication is extremely safe. You should not worry that a child may overdose on their reliever inhaler.
- A child should always be taken to hospital in an ambulance. School staff should not take them by car as the child's condition may worsen quickly.
- If the doctor is unreachable, call an ambulance by dialling "999" and inform parents
- Staff should stay with the child until the ambulance arrives and provide calm reassuring support

Monitoring arrangements

This policy will be reviewed by the schools SENCOs or Inclusion Manager (Mr Walsh) annually. At every review, the policy will be approved by the governing body.

Links with other policies

This policy links to the following policies and procedures:

- Medical & Intimate Care Policy
- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEND
- First Aid
- Risk Assessments
- GDPR & Data Protection
- Privacy Notice

Appendixes

Appendix A: Blue Asthma Medicine Record

Appendix B: Administered Medicine Confirmation

Appendix C: Record of inhaler used for school use only

Appendix D: School Policy Letter(s) & attachment

Appendix A

HAMPTON PRIMARY SCHOOL – ASTHMA MEDICINE RECORD

(A pink 'medicine' form should be completed for all other medicines)

To be completed by the Parent/Guardian. If more than one medicine is to be given, a separate form should be completed for each.

CHILD'S NAME.....

CLASS TEACHER.....

NAME OF MEDICINE.....

HOW MUCH MEDICINE TO GIVE (i.e. puffs).....

WHEN TO BE GIVEN.....

MY CHILD USES: SPACER Y/N AERO CHAMBER Y/N VOLUMATIC Y/N

Any other instructions (including details for other medication, if any) and particular circumstances requiring use of inhaler (i.e. before or after PE, playtime etc)

.....

.....

DECLARATION

I request that the above medication to be given in accordance with the above information by a responsible member of the school staff who has received any necessary training. I understand that it may be necessary for this treatment to be carried out during educational visits and other out of school activities, as well as on the school premises.

I undertake to supply the school with medicines in properly labelled containers and in accordance with the school's medical and asthma policies.

I accept that whilst my child is in the care of the school, the school staff stand in the position of the parent, and that the school staff may therefore need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

Signed.....date.....
(Parent/Guardian)

Telephone No. of parent or adult contact.....

PLEASE RETURN THIS COMPLETED FORM TO THE SCHOOL OFFICE WITH YOUR CHILDS ASTHMA PUMP CLEARLY LABELLED WITH YOUR CHILDS NAME AND CLASS. THANK YOU.

FOR OFFICE USE:

Pupils Name:		Class:
Asthma attack may be triggered by:		
Allergy to:		
Signs & symptoms:		
Care Plan in place: Yes/No		
Action to be taken, medication to be given & where kept:		
Persons authorised to administer medication:		
Recorded in pupil records	initials	date
Blue form passed to Mrs Guise		
Sims updated		
Allergy/Medical List updated		
Asthma Register updated		
Class Teacher informed		
Form copied for class teacher		
Inhaler received		
Spacer received		
Expiry date checked		
Labelled with name & class		

Appendix B

Date:

Childs Name: Class:.....

The above child received the following medication/used their inhaler today:

Medication (Name & Amount)

At (time)today

Comments:

Staff Name:Signed.....

If you would like further information please contact the school office.

Appendix C

Hampton Primary School

Record Sheet for use of Inhaler

Dear Parent of Guardian of Class.....

At Hampton we take our responsibilities to pupils with asthma very seriously and as part of our good practice we have completed this record for your information.

Signed:.....(Class Teacher) Year Group.....

Date	Puffs	Time	Signature

Appendix D (1)

July

Dear Parents and Carers

SCHOOL ASTHMA POLICY AND RECORD SHEET

As a school we take our responsibilities to pupils with asthma very seriously. With advice from the Department of Employment and Education, the National Asthma Campaign, the Local Education Authority, the School Health Service and the Governing Body, we have an established School Asthma Policy for use by all staff.

As part of accepted good practice, we ask all parents of pupils with asthma to complete an Asthma Medicine Record Sheet for their son and/or daughter and return this form to the school office.

To enable accurate asthma records to be maintained by the school, I am enclosing a blank blue asthma form for you to complete with up to date or current information including your child's new class and teacher.

We also ask you to ensure that if your child has an inhaler at home, they also have one that is in date to use at school. Therefore can you please ensure your child has an inhaler in school to use if or when they need one which will be kept in class and returned to you at the end of the school year.

If your child no longer requires the use of an inhaler, please complete and sign the appropriate section of the attached sheet.

The completed asthma record and attached sheet should be returned to the school office at the beginning or the new school year in September 2024.

Thank you for your co-operation in this important matter.

Yours sincerely

Mr Walsh
Inclusion Manager

September 2025

HAMPTON PRIMARY SCHOOL: SCHOOL ASTHMA SHEET

Please tick box as appropriate and return to the **SCHOOL OFFICE**. Thank You.

- ☐ I have received your recent letter re the above.
- ☐ I return herewith the completed Asthma Medical Record Sheet.
- ☐ I will provide/have provided an inhaler to be kept in school.
- ☐ My child was last seen by the asthma nurse on
- ☐ I enclose a copy of my child's Asthma Action Plan signed by the Asthma nurse/GP.
- ☐ My child no longer needs access to an inhaler and should be removed from the schools asthma register.

NAME OF CHILD

CLASS TEACHER

SIGNATURE OF PARENT.....DATE.....

ADDITIONAL COMMENTS

.....

*Please tick box as appropriate and return to the **SCHOOL OFFICE**. Thank You.

As accepted good practice we ask you to ensure that if your child has an inhaler at home, that they also have one that is in date to use at school. Can you please ensure your child has an inhaler in school to use if or when they need one and have completed a blue asthma form for the current year.

Appendix D (2)

July

Dear Parents and Carers

SCHOOL ASTHMA POLICY AND RECORD SHEET – Year 6 Pupils

As a school we take our responsibilities to pupils with asthma very seriously. With advice from the Department of Employment and Education, the National Asthma Campaign, the Local Education Authority, the School Health Service and the Governing Body, we have an established School Asthma Policy for use by all staff.

As part of accepted good practice, we ask all parents of pupils with asthma to complete an Asthma Medicine Record Sheet for their son and/or daughter and return this form to the school office.

To enable accurate asthma records to be maintained by the school, I am enclosing a blank blue asthma form for you to complete with up to date or current information including your child's new class and teacher. If your child no longer requires the use of an inhaler, please complete and sign the appropriate section of the attached sheet.

Additionally, in preparation of moving to secondary provision, children in year 6 retain control of their asthma pumps and use their inhalers independently, although staff are always available to assist a child in an emergency or if they are having difficulty. To this end, it would also be appreciated if you would ensure that if your child has an asthma inhaler they bring it to school and know how to use it correctly.

The completed asthma record and attached sheet should be returned to the school office at the beginning of the new school year in September 2024.

Your co-operation in this matter is appreciated and we anticipate that children who are using their inhalers correctly will be able to regulate their asthma successfully.

If you have any queries or concerns, please speak to the class teacher.

Yours sincerely

Mr Walsh
Inclusion Manager

September

HAMPTON PRIMARY SCHOOL: SCHOOL ASTHMA SHEET

Please tick box as appropriate and return to the **SCHOOL OFFICE**. Thank You.

- ☐ I have received your recent letter re the above.
- ☐ I return herewith the completed Asthma Medical Record Sheet.
- ☐ I will provide/have provided an inhaler to be kept in school.
- ☐ My child was last seen by the asthma nurse on
- ☐ I enclose a copy of my child's Asthma Action Plan signed by the Asthma nurse/GP.
- ☐ My child no longer needs access to an inhaler and should be removed from the schools asthma register.

NAME OF CHILD

CLASS TEACHER

SIGNATURE OF PARENT.....DATE.....

ADDITIONAL COMMENTS

.....

*Please tick box as appropriate and return to the **SCHOOL OFFICE**. Thank You.

As accepted good practice we ask you to ensure that if your child has an inhaler at home, that they also have one that is in date to use at school. Can you please ensure your child has an inhaler in school to use if or when they need one and have completed a blue asthma form for the current year.

Appendix D (3)

September

Dear Parents and Carers

SCHOOL ASTHMA POLICY AND RECORD SHEET – New pupil

As a school we take our responsibilities to pupils with asthma very seriously. With advice from the Department of Employment and Education, the National Asthma Campaign, the Local Education Authority, the School Health Service and the Governing Body, we have an established School Asthma Policy for use by all staff.

As part of accepted good practice, we ask all parents of pupils with asthma to complete an Asthma Medicine Record Sheet for their son and/or daughter and return this form to the school office.

To enable accurate asthma records to be maintained by the school, I am enclosing a blank blue asthma form for you to complete with up to date or current information including your child's new class and teacher.

The completed Asthma Medicine Record Sheet will have details of the pupil's current treatment and also what steps to take if they should have an asthma attack at school. The Record Sheet will help school staff to ensure that pupils with asthma receive the best possible treatment at all times.

We also ask you to ensure that if your child has an inhaler at home, they also have one that is in date to use at school. Therefore, can you please ensure your child has an inhaler in school to use if or when they need one which will be kept in class and returned to you at the end of the school year.

The completed blue asthma record and attached sheet should be returned to the school office at your earliest convenience together with their inhaler.

If your child no longer requires the use of an inhaler, please complete and sign the appropriate section of the attached sheet. to the school office. This will enable staff to have the correct information in their records.

Thank you for your co-operation in this important matter.

Yours sincerely

Mr Walsh
Inclusion Manager

September

HAMPTON PRIMARY SCHOOL: SCHOOL ASTHMA SHEET

Please tick box as appropriate and return to the **SCHOOL OFFICE**. Thank You.

- ☐ I have received your recent letter re the above.
- ☐ I return herewith the completed Asthma Medical Record Sheet.
- ☐ I will provide/have provided an inhaler to be kept in school.
- ☐ My child was last seen by the asthma nurse on
- ☐ I enclose a copy of my child's Asthma Action Plan signed by the Asthma nurse/GP.
- ☐ My child no longer needs access to an inhaler and should be removed from the schools asthma register.

NAME OF CHILD

CLASS TEACHER

SIGNATURE OF PARENT.....DATE.....

ADDITIONAL COMMENTS

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*Please tick box as appropriate and return to the **SCHOOL OFFICE**. Thank You.

As accepted good practice we ask you to ensure that if your child has an inhaler at home, that they also have one that is in date to use at school. Can you please ensure your child has an inhaler in school to use if or when they need one and have completed a blue asthma form for the current year.

