



Supporting Pupils with Asthma:

Legal requirements Checklist

All the resources mentioned in the checklist are available through the Beat Asthma Schools home page

School Asthma policy	<ul style="list-style-type: none">• Supporting Pupils in school with Medical condition (Department for Education 2015) available for all staff to read and to use as guidance when developing policies• Guidance on the use of Emergency Salbutamol Inhalers in Schools (Department of Health, Sept 2014)• School asthma policy in place, developed using guidance from above and updated regularly – all staff to be made aware of the policy and where to access it• Information available on inhaler devices and how to use• System in place to identify pupils who have frequent absences from school due to asthma
Asthma Register	<ul style="list-style-type: none">• Have a named individual responsible for asthma• Ensure school asthma register in place and updated regularly. Must state name and date of birth of pupil.• If emergency inhalers/spacers are purchased, ensure consent obtained from parent to use and document on the register• Register available to all staff – suggest displaying in school office/staff room with a photo board• Ensure pupils have an individual healthcare plan (IHCP) completed. School asthma care detailed on the IHCP and supported where needed with a specific asthma management plan
Medications	<ul style="list-style-type: none">• Asthma medication is provided by the parent for school use with instructions of when and how to use, in keeping with their IHCP.• A system is in place to check the expiry dates of any medication and a system to replace when expired or almost empty• School staff and pupil know where their inhaler and spacer is kept – must be accessible at all times• Inhalers should be kept in a cool environment• If using a metered dose inhaler (“puffer” type), a spacer device must also be provided by the parent.• Medication must be clearly labelled with a pharmacy label displaying the pupils name• Usage of reliever medication must be recorded and parents informed if used outside of the pupil’s management plan

<p>Pupils that self-manage</p>	<ul style="list-style-type: none"> • If a pupil carries their own inhaler as part of their IHCP, a spacer and metered dose inhaler should be available for them to use in school – provided by the parent • Parents should be informed if a pupil who self manages appears to be using their inhaler more than usual • Encourage pupils who self-manage to carry a copy of their school plan in their personal planner
<p>Staff Training</p>	<ul style="list-style-type: none"> • Recommended that all school staff (not just first aiders) attend an asthma awareness session, provided by the school nurse/respiratory nurse specialist (if involved) • Asthma attack flow chart displayed in school – all staff to be familiar • Staff administering inhalers should be knowledgeable of the correct technique • Encourage staff to complete the free online asthma module provided by Education for Health
<p>Emergency Inhaler kits</p> <ul style="list-style-type: none"> - To use if pupils own not available 	<ul style="list-style-type: none"> • Suggest 3 emergency inhaler kits are purchased to keep in school as part of school asthma policy, conveniently located in key areas • Can only be used for pupils who have a diagnosis of asthma and have been prescribed a salbutamol inhaler • Parental consent must have been given to use the emergency inhalers • An emergency kit should be taken out of school for offsite activities/residential trips • Each kit should consist of: <ul style="list-style-type: none"> - Asthma register (with parental consent) - 1 large volume spacer device - 1 salbutamol 100mcgs per puff inhaler - Information leaflet on how to administer - Asthma attack flow chart - Inhaler actuation chart - Letter template to send to the parent informing them that the emergency inhaler/spacer has been used