

Burleigh Primary School



Asthma Policy

**Supporting pupils with medical conditions in
Hertfordshire schools**

Designed to support Schools in the implementation of the Department of Education (2015) Guidance on supporting pupils with medical conditions.

Reviewed by the SLT: February 2026

To be reviewed: February 2027

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Glossary of terms

Schools – this guidance uses the word schools to mean all state, free and academy schools in Hertfordshire that have chosen to use this guidance. This term also applies to nurseries and early years settings.

Public Health Nursing Staff – individuals employed by Hertfordshire Community NHS Trust working in Health Visiting and School Nursing Teams. Staff includes School Nurses, Health Visitors and Community Staff Nurses and Nursery Nurses.

Introduction

Rationale:

This asthma guidance has been developed to provide information on the day-to-day care and management of pupils with asthma within the school environment, enabling children with a diagnosis of asthma to participate fully through access to the whole curriculum, and through working in partnership with parents and healthcare professionals.

This guidance is in line with the recommendations of the British Thoracic Society (2019) and Asthma UK (2014) for the management of children with Asthma in the school environment.

The Asthma History Questionnaire and Asthma Maintenance Plan are to be completed annually and will also inform the school of the medication being used to control the child's asthma symptoms with instructions for use of the inhaler/s brought into school.

An individual healthcare plan (IHCP) for severe asthma will be set up for children who have been identified through the questionnaire and maintenance plan. If required, a health professional will be invited to attend the care plan meeting and / or contribute information for those with **severe asthma**.

This guidance also incorporates the Department of Health (2015) Guidance on the use of Emergency Salbutamol Inhalers in School, which came into force on 1st October 2014 to allow the use of emergency Salbutamol inhalers with parental permission following a change in legislation (The Human Medicines (Amendment) (No 2) Regulations, 2014).

Persons operating under this guideline are as follows:

- Hertfordshire Community NHS Trust (HCT)
- Doctors
- Teachers
- School/nursery support staff
- Parents/carers
- Children /young people with asthma

The following roles and responsibilities have been identified

Schools

- Will hold a register of pupils with asthma and encourage parents / carers to complete the asthma questionnaire.
- Ensure key school staff members are aware of pupils with asthma within the school.
- Will inform the child's parent/ carer if a pupil has an asthma attack or if they have concerns regarding their asthma management.
- Will take the appropriate emergency measures for dealing with an asthma attack as outlined in on page 12.
- Will follow the emergency Salbutamol Inhaler guidance (Department of Health 2015).
- Will facilitate, and in partnership with the School Nurse/Health Visitor, complete a care plan for pupils with severe asthma.
- Will ensure that where pupils do not carry their own inhalers, staff will ensure inhalers are kept in a safe but readily accessible place known to all staff, this includes the emergency inhalers if held by schools.
- Will ensure all key staff have been provided with the opportunity to partake in annual training concerning asthma.
- Will display the **'What to Do in The Event of an Asthma Attack'** (see page 11) in designated agreed areas within the school.
- Will take reasonable steps to reduce potential trigger factors influencing asthma within the school environment e.g. classroom plants and pets.
- Will remind children with asthma partaking in PE or going off the school site for activities or school trips to take their inhalers with them or the adult in charge of the activity/trip will ensure the inhalers are taken.
- Provide indemnity insurance for teachers and other school staff who volunteer to administer medication to pupils with asthma who need help.

Hertfordshire Community NHS Trust (HCT)

- Will work in partnership with parents, pupils, head teachers, school staff and other key healthcare professionals as required.

The Pupil with Asthma

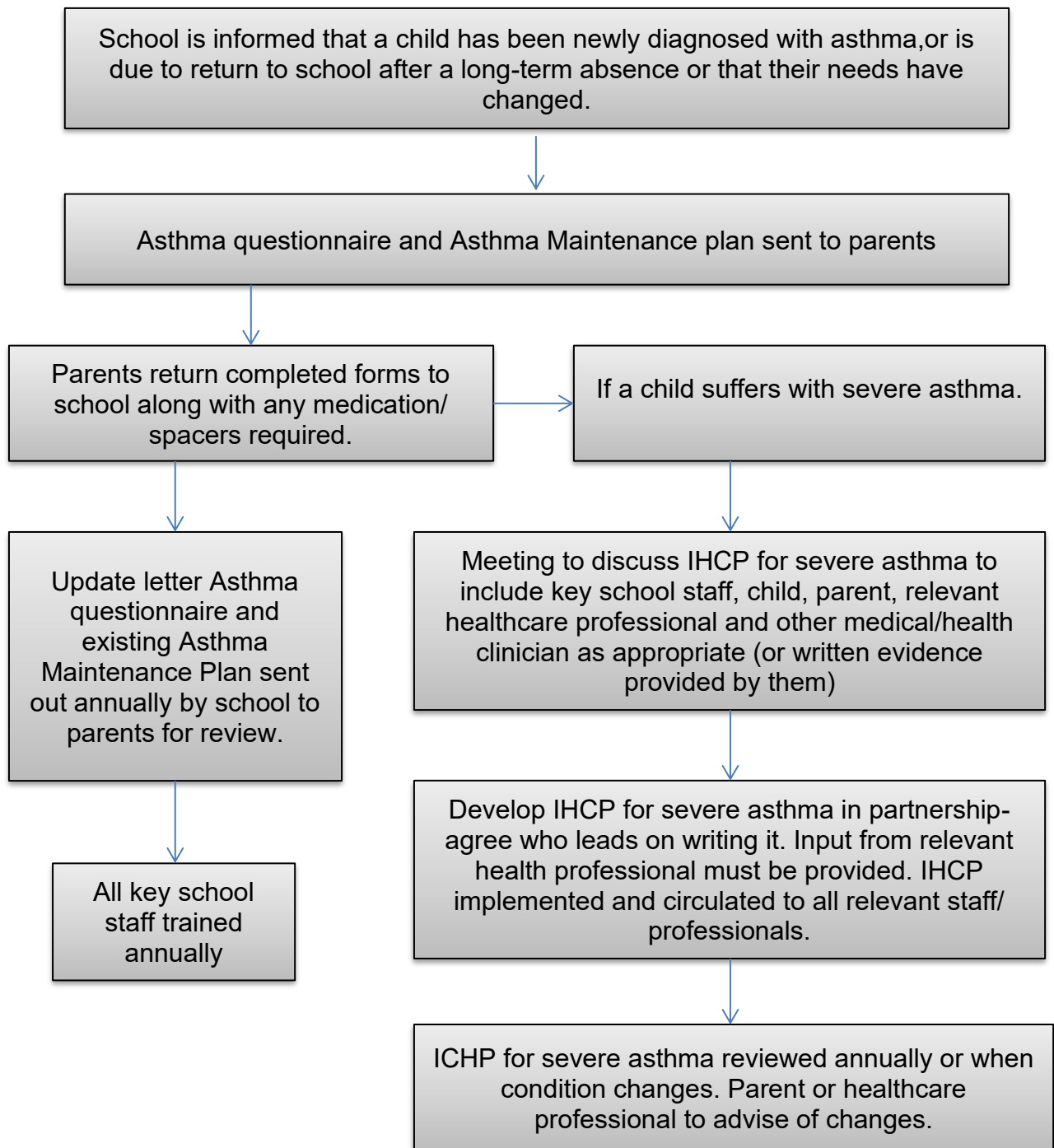
- Should be encouraged to take responsibility for their own asthma management.
- Should know how and when to take their reliever inhaler (normally blue).
- Should know how to use their inhaler and spacer with support from an adult.
- Should know how and where to access their inhaler at all times.
- Should inform a member of staff if he/she becomes unwell at school.
- Should care for their inhaler in a safe manner.
- Should remember to take their inhalers to PE lesson/off site activities.

The Parents/ Carers of pupils with Asthma

- Must inform the school if their child has asthma.
- Must complete the asthma questionnaire and maintenance plan and return them to the school office / SENCO.
- Must inform the school of any relevant changes to their child's asthma status or changes to medication and update their child's Asthma Maintenance plan
- Must ensure at least one reliever inhaler (normally blue) and spacer – two maybe required in particular circumstances - has been supplied to the school, with the child's full details clearly labelled on the inhaler and spacer.
- Must ensure their child's inhaler/s in school are in date and replaced as and when necessary. Parents should ensure the spacer is cleaned regularly.
- Must communicate any concern about their child's asthma care in school to the head teacher/class teacher.

Asthma flow chart

Adapted from [Model process for developing individual healthcare plans](#)



Annual update letter to understand the needs of the children with Asthma in School

To enable the safe management of children with asthma in school, the school needs to have up to date information from the parent/carer. It is good practice to assess the needs annually. Below is a letter to parents, to include a questionnaire and asthma maintenance plan, to decide if a further additional care plan for managing severe asthma is needed. The school can contact the named school nurse should advice be needed to make this decision.

Address of School

Date:

Asthma Care in school

Dear Parent / Carer of

As a school we are committed to meeting the individual needs of all children as far as possible. With this in mind, and in order to comply with the requirements of the Hertfordshire Schools Asthma Policy, **we require you to complete the enclosed Asthma History Questionnaire and Asthma Maintenance Plan and return both documents to the school by (Insert Date)**. This information will help us decide together if a further additional Individual HealthCare Plan is needed. These documents will enable us to provide the appropriate care and support for your child during school hours.

Additionally, we request that any **inhalers must be clearly labelled with your child's name and date of birth and** remind you that it is the parents'/carers' responsibility to ensure that inhalers are in date and replaced as needed.

Thank you for your continued co-operation.

Yours sincerely,

ASTHMA HISTORY QUESTIONNAIRE

(To be completed by parent/carer)

About your child's asthma

Child's name		Date of Birth		Male/Female
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Address		Home Phone	
		Mob	
Post Code		Work	
GP (Doctor)			
GP Address		GP Phone	

1	When was your child diagnosed with Asthma?			
2	What triggers your child's Asthma (if known)?			
3	Is your child's Asthma: (please tick):-	Mild (uses reliever blue inhaler occasionally)	Moderate (uses preventer and occasional blue inhaler)	Severe (uses preventer, regular reliever and other medication)
4	Does your child have disrupted sleep due to his/her Asthma? (please tick as appropriate):-	Rarely	Occasionally	Frequently
5	How many times (if any) has your child attended the accident and emergency (A&E) department with an acute Asthma attack in the past year?	Not Attended	Once or more	State how many times?
6	Who monitors your child's Asthma (if under the hospital please give name)?			
7	How often is your child seen by the Hospital / GP/ Practice Nurse (please tick)?	Only when he/she has an Asthma attack <input type="checkbox"/>	On a 3 -6 monthly (or more frequent basis)	Annual check by GP
8	What inhalers / medications has your child been prescribed?	Reliever (Name)	Preventer (Name)	Other (Name)
9	Can the family GP be contacted for information where required?	Yes	No	

Asthma Maintenance Plan (to be completed annually)

Name of Child:

Class:

Name of reliever inhaler			
Frequency of use			
Does your child need his/her reliever inhaler before PE/sport?	Yes	No	
If yes, how many puffs required?			
Does your child need assistance taking his/her inhaler?	Yes	No	
Does your child have a clear understanding as to when he / she needs to use their Inhaler?	Yes	No	
Does your child know where his /her inhaler is kept in school?	Yes	No	
Does your child use a spacer when using their inhaler?	Yes	No	
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.	Yes	No	
Additional Instructions:			
Parents/Carer signature:			
Date:			
Review Due:			

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)
- Difficulty breathing (the child could be breathing fast and with effort, using all accessory muscles in the upper body)
- Nasal flaring
- Unable to talk or complete sentences. Some children will go very quiet.
- May try to tell you that their chest 'feels tight' (younger children may express this as tummy ache)

CALL AN AMBULANCE IMMEDIATELY AND COMMENCE THE ASTHMA ATTACK PROCEDURE (see below) WITHOUT DELAY IF THE CHILD:

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

WHAT TO DO IN THE EVENT OF AN ASTHMA ATTACK

- Keep calm and reassure the child
- Encourage the child to sit up and slightly forward
- Use the child's own inhaler – if not available, use the emergency inhaler
- Remain with the child while the inhaler and spacer are brought to them
- Immediately help the child to take two separate puffs of salbutamol via the spacer
- If there is no immediate improvement, continue to give two puffs at a time every two minutes, up to a maximum of 10 puffs
- 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
- If the child does not feel better or you are worried at **ANYTIME** before you have reached 10 puffs, **CALL 999 FOR AN AMBULANCE**
- If an ambulance does not arrive in 10 minutes give another 10 puffs as above.

Model letter inviting parents to contribute to individual healthcare plan development for severe asthma

School Address

Date:

Dear Parent/ Carer of

From the information you have given us in the Asthma Questionnaire we would like to set up an Individual Healthcare Plan for Severe Asthma for your child.

The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx.

I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend.

The meeting will involve [the following people] .

Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other information you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely

Individual Healthcare Plan for Severe Asthma

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc.

Other information

When to seek Medical Assistance

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Contacting emergency services

1. Request an ambulance - dial 999, ask for an ambulance and be ready with the information below. Speak clearly and slowly and be ready to repeat information if asked.
2. Your telephone number - 01992 622159
3. Your name
4. Your location - Burleigh Primary School, Blindman's Lane, Cheshunt.
5. State that the postcode is **EN8 9DP**
6. Provide the exact location of the patient within the school setting
7. Provide the name of the child and a brief description of their symptoms. *Please ensure that you inform them that the child has Asthma.*
8. Inform Ambulance Control of the best entrance to use and state that **the crew will be met and taken to the patient**

References and further reading

Asthma UK www.asthma.org.uk/

Department of Education (2014) Guidance on supporting pupils with medical conditions. Available at: <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3> (Accessed 10.03.2020).

Department of Education (2014) Guidance on the use of Emergency Salbutamol Inhalers in School. Available at <https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-schools> (Accessed: 10.03.2020).

- Includes arrangements for the supply, storage, care and disposal of the emergency Salbutamol inhaler

British thoracic Society (2019) BTS asthma guidelines <https://www.brit-thoracic.org.uk/quality-improvement/guidelines/asthma/> (Accessed: 10.03.2020)

The Human Medicines (Amendment) (No 2) Regulations 2014: <http://www.legislation.gov.uk/uksi/2014/1878/contents/made> (Accessed: 10.03.2020)

Useful links:

My Asthma Log Book: <http://www.paediatricpearls.co.uk/wp-content/uploads/Log-Book-4.pdf>

Asthma4children: <https://www.youtube.com/playlist?list=UUKAUWfzJmnmv9g4vKKamKg5w>

My Asthma Log App: <http://www.myhealth.london.nhs.uk/news-events/health-apps/myasthma-log>



Burleigh Primary School

Policy History

Date	Writer	To be approved by	Modifications/changes
30/01/18	K. Maxwell	HR committee	Pg 5 Reference to children having own inhalers in bags deleted Pg 18 New school phone number added and school address
28/01/19	K. Maxwell	SLT	Pg 3 Reference to Appendix 2 removed, documents are in the policy, not attached as appendices.
10/03/2020	G Markham	SLT	Pg 3 and 5 References to nursery / young people removed so guidance specific to school / children. Pg 4 Made clear that school has emergency inhaler on site Pg 19 web references updated
12/03/2021	G Markham	SLT	Updated references to the relevant Department of Health Act and the role of the Hertfordshire NHS Trust
27/05/2022	G Markham	SLT	Changes to reflect new template on the Herts Grid
09/10/2023	J Collins	SLT	
04/06/2025	N Norman and K Maxwell	SLT	Pg 3 Reference to the annual completion of the Asthma history questionnaire and maintenance plan added. Pg 7 Annual update letter for parents updated, it now includes reference to the Asthma history questionnaire and maintenance plan. 'My Asthma Plan' page has been removed as information was being repeated. 'Record of Medicine Administered to an Individual' removed as school uses its own version.

			'Asthma Staff Training Record' removed as SBM and Office Manager keep an electronic copy of training for all staff.
03/02/26			Amendments made in June 2026 approved