



EASTBURY FARM PRIMARY SCHOOL
Asthma Policy

Autumn 2025

Eastbury Farm Primary School

Asthma Policy

Pupils who suffer from Asthma are welcome at Eastbury Farm Primary School. They will be encouraged to take a full part in all activities whilst at school.

MANAGEMENT OF ASTHMA AT SCHOOL

We would hope to develop clear communication, about each child with Asthma, between home and school. The aim is for each child's Asthma to be well-managed to support the child's health and wellbeing as well as school attendance.

Signs of well-managed Asthma:

- Asthma symptoms occur no more than 2 days a week
- Use of reliever inhaler no more than 2 days a week
- Child's activities not limited by Asthma
- Symptoms do not occur at night, interrupting sleep or on waking in the morning

Records are kept of children with Asthma and their medication and members of staff that are working with the children are made aware of their condition.

All Asthmatic children have easy and immediate access to their relief inhalers whenever needed at school.

METHODS OF COMMUNICATION

When joining Eastbury Farm Primary School, parents/guardians are asked to declare any medical condition suffered by their child, which might need special attention or medication during their school life. Asthma is a condition that the School needs to be made aware of at whatever stage in a child's life it is diagnosed.

Parents/Guardians of Asthmatic children are supplied with a copy of the school's Asthma Policy, and a working agreement for them to read, sign and return to the school. Each child's Asthma is different, and effects of the condition vary greatly. It is on this agreement that we ask parents/guardians to state any individual information that relates to their child in particular.

All Asthmatic children will be given a personalised Asthma plan, by their health care provider on the initial prescription of inhalers. It is recommended that children with asthma have an Asthma Review at their GP practice every year. It is the responsibility of parents/guardians to provide the school with the most up-to-date Asthma plan. Parents/Guardians of children without a personalised Asthma plan must complete a generic Asthma plan for short term use. (see Appendix 4 for example)

Parents/Guardians of children who suffer from any medical condition, including Asthma, should be very careful to keep the school informed of changes in daytime contact numbers, so that the staff are always able to speak with them quickly, should the need arise.

Use of inhaler medication will be logged and communicated to parents/guardians via Medical Tracker software.

ACCESS TO INHALERS

Children can have access to relief inhalers whenever needed.

Parents/Guardians should ensure that their child has access to their inhaler on the way to and from school.

We request that **at least one relief inhaler**, appropriately named, is supplied for Asthmatic children for use in the school. Children will keep their inhaler and spacer bottle (if prescribed) in a clearly named 'grab & go' bag which is stored in an unlocked cupboard in the classroom to ensure swift access to treatment. Individual Asthma Plans are stored in the 'grab & go' bags and in the Asthma file in the School Office cupboard.

Responsibility for having the correct Asthma medication in school for their child lies with the parent/guardian. We encourage parents/guardians to check details such as the condition of the inhaler, expiry dates etc. very regularly and **replace spacers annually**. In addition the school uses Medical Tracker software to log and track medication use and expiry dates. The Welfare Officer will monitor the system for expiry notifications and communicate this to parents/guardians. The Welfare Officer will also physically check inhalers before the end of each half of term.

EMERGENCY INHALER USE

The school have two emergency salbutamol reliever inhalers and spacers on site. This a precautionary measure and only for use in emergencies for example, when a child's inhaler is unavailable due to running out. The emergency inhalers will only be administered to children who have signed parental permission.

The emergency inhaler packs will be stored in the first aid cupboard in the Medical Room. Each pack contains one salbutamol reliever inhaler, two collapsible pocket size spacers and the register of children with permission to use the emergency inhalers.

If Asthmatic children are attending an off-site school trip, one emergency inhaler will be taken with the first aid kit.

If the emergency inhaler is administered using the school spacer, the spacer cannot be used for another child and will then become the property of that child. Their parent will then be required to request a prescription for a new spacer as a replacement for the school.

SCHOOL CLUB ACTIVITIES

All Asthmatic children are given access to school clubs and sports activities.

Parents should state that their child suffers from Asthma, on the booking information prior to their child joining a school club. Children should always take their inhaler along to any club and pass it to the supervising adult.

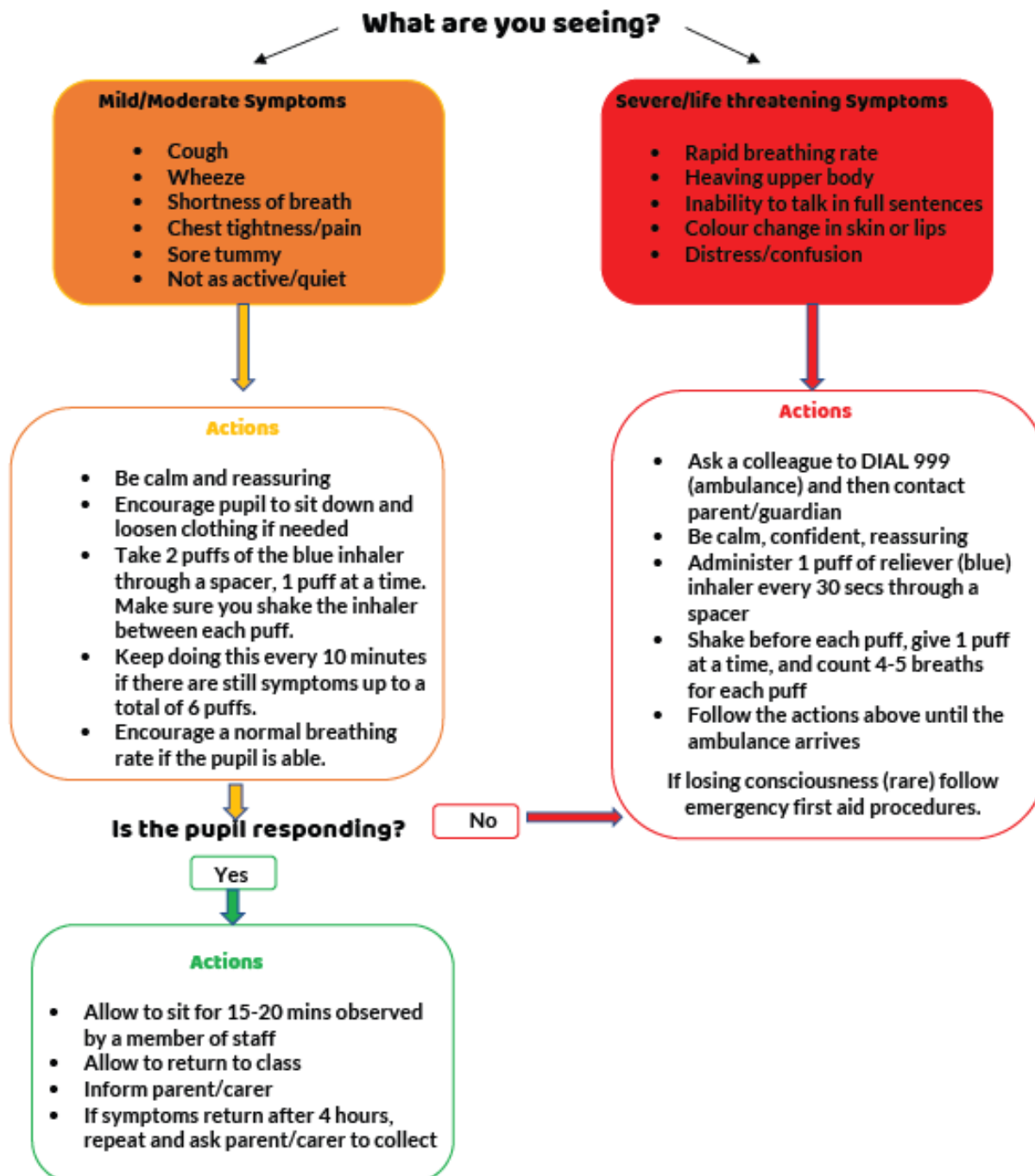
Should the club activity require a visit to another part of the school, or an outing, relief inhalers should always be taken. Supervising adults should remind Asthmatic children of this.

Asthma inhalers used at any club activity should be returned to the School Office as soon as possible after it has finished. The Welfare Officer will return those inhalers to the correct place the next morning.

This policy will be updated when necessary.



How Do I Manage a Pupil Having an Asthma Attack?





Eastbury Farm Primary School

Bishops Avenue, Northwood, Middlesex, HA6 3DG
Tel: 01923 824543

Headteacher: Miss R Workman

September 2025

Dear Parent/Guardian,

This letter is to inform that our school has signed up to take part in the Asthma Friendly Schools Programme (AFS).

The AFS programme sets out clear, effective partnership arrangements between health, education and local authorities for managing children and young people with asthma at primary and secondary schools.

Being an Asthma Friendly school, means we advocate inclusion, are clear on our procedures and have designated Asthma Champions to ensure these are adhered to. The school recognises that asthma is a prevalent, serious but manageable condition and we welcome all students with asthma.

We have a clear Asthma Policy for the school and through this policy we ensure all staff are aware of their duty of care to students. We commit to the audit of our procedures every two years.

We have a “whole school” approach to regular training, so staff are confident in carrying out their duty of care.

Our Asthma Champion is **Ms Norgate (Welfare Officer)**.

Asthma Champion ensure procedures are followed and a “whole school” approach to training is delivered. We welcome parents and pupils’ views on how we can continue to improve and build upon our standards.

If your child has a diagnosis of asthma:

If you have a child who has a diagnosis of asthma please ensure that you fill in the working agreement (Appendix 3) and that we have a copy of your child’s personalised action plan. If you do not have one, we encourage you to book an appointment with your GP or asthma nurse so that one can be completed. **A written action plan drawn up between a healthcare professional and patient means you are four times less likely to have to go to hospital for your asthma.**

It is recommended that children with asthma have an Asthma Review at their GP practice every year.

We also ask that your child have access to their reliever inhaler (usually blue) and appropriate spacer device while at school. Our updated asthma policy means we will have an emergency salbutamol reliever inhaler on site. This is a precautionary measure. If you do not wish for us to use the schools’ inhaler in an emergency, please inform us on the working agreement.

Further Information on Asthma in Children can be found below:

[Asthma :: Hertfordshire and West Essex Healthier Together \(hwehealthiertogether.nhs.uk\)](http://hwehealthiertogether.nhs.uk)

Yours sincerely

Ms Jo Norgate

Welfare Officer/Office Administrator

Email: admin@eastburyfarm.herts.sch.uk

Website: www.eastburyfarm.herts.sch.uk

APPENDIX 3



PERSONAL WORKING AGREEMENT FOR THE MANAGEMENT OF ASTHMA IN SCHOOL

Please read the checklist below and tick in each box to indicate you are happy to comply with each statement.

1. I confirm that I have received a copy of the Eastbury Farm Primary School Asthma Policy
 2. I confirm that my child has been diagnosed with Asthma
 3. I confirm my child has been prescribed a reliever inhaler
 4. I authorize school staff to administer reliever inhaler medication when necessary
 5. I confirm that I have supplied my child's personalised Asthma Plan
 6. My child has a working, in-date inhaler and spacer clearly labelled with their name, which they will have with them at school every day (if your child has an inhaler but does not need a spacer with it e.g. a dry powder inhaler, please record below)

 7. Please tick if you **DO NOT** wish the school to use the schools' inhaler in an emergency
 8. I agree to inform the School of any medical changes or any illness, which may affect my child's asthma whilst in school
 9. I will keep the school informed of current telephone numbers for each parent/guardian
 10. Please use this space to provide any notes regarding boxes above that you have not ticked:
-
-

Signed:

Print Name:

Child's name:

Class:

Please return this agreement to the School Office ASAP.

APPENDIX 4 – School Asthma Plan Generic (short term use only) Example only

Remember: if you have a cold, you may be more sensitive to your triggers and may need to use your blue inhaler more often

Your Triggers are:

-
-
-
-
-
-

Common Triggers are:

- Viruses
- Changes in weather
- House dust mites
- Animal fur, feathers and their bedding
- Foods
- Exercise
- Upset, distress, and emotions
- Smoke –cigarettes and fires

Emergency contact numbers:

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Your GP's name and telephone number is:

Dr

Pupil Photograph

Additional Comments:

School Asthma Management Plan

.....
 Best Peak Flow.....
 Date.....

Keep this with you at all times in school

Recommended websites
www.beatasthma.co.uk
www.asthma.org.uk



Green zone – Good

Your asthma is under control if:

- Your breathing feels good
- You have no cough or wheeze
- Your sleeping is not disturbed by coughing
- You are able to do your usual activities
- You are not missing school
- If you check your Peak Flow, it is around your best

BEST PEAK FLOW.....

Green Zone Action

Take your normal medications

Preventer (taken at home)

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Reliever (should be kept in school for use with a spacer, if appropriate, for when you have symptoms of cough, wheeze or shortness of breath)

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Others (taken at home)

.....

Amber zone – warning

Warning signs that your asthma is getting worse:

- You had a bad night with cough or wheeze and might be tired in class
- You have a cough, wheeze or 'tight' chest and feel out of breath
- You need to use your reliever more than usual

Tell a member of staff or ask a friend to get help

Amber Zone Action

Use your spacer with the blue reliever puffer and do the following:

- Take 2-10 puffs of reliever – 1 puff at a time, breathing at a normal rate for 4-5 breaths, every 30 seconds
- Sit quietly, where an adult can see you for 10 minutes until you are feeling better and can go back into class
- If you feel like this again after 3-4hrs, tell a member of staff, repeat above and school should phone your parent to collect you
- School need to write how much inhaler you have used in your diary or tell your parent

IMPORTANT: If 6 puffs of reliever via the spacer is not working or its effect is lasting less than 3 hrs and you have increasing wheeze or chest tightness, move to the **Red Zone**

Red zone – Severe

IF after 6 puffs of reliever you experience any of the following symptoms:

- You are still breathing hard and fast
- You still feel tight and wheezy
- You are too breathless to talk in a sentence
- You are feeling frightened and exhausted

Other serious symptoms are:

- Colour changes - very pale / grey / blue
- Using rib and neck muscles to breath, nose flaring

Red Zone Action

CALL 999

- Using your spacer keep taking 1 puff of reliever inhaler, breathing at a normal rate for 4-5 breaths, every 30 seconds until the ambulance arrives
- Stay where you are and keep calm
- If pupil becomes unresponsive and has an adrenaline pen for allergies-use it now.

Additional comments or information

My spacer/inhaler is kept:

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