PARK ROAD ACADEMY PRIMARY SCHOOL

Asthma Policy

2026-2027

Statement of intent

Park Road Academy Primary School recognises that asthma is a common long-term condition and that, when properly managed, pupils with asthma should be able to participate fully in school life. The school will support pupils with asthma to attend school safely, participate in learning, physical education, clubs, trips and other activities, and develop age-appropriate independence in managing their condition.

The school will work in partnership with parents/carers and relevant healthcare professionals. Individual arrangements will be based on the pupil's current medical information, Individual Healthcare Plan (IHP) and, where provided, the pupil's personal asthma action plan.

This policy should be read alongside the school's Supporting Pupils with Medical Conditions Policy, Administering Medication Policy, First Aid Policy, Allergy Safety Policy and educational visits arrangements.

Legal and guidance framework

- Children and Families Act 2014, including the duty on schools to make arrangements to support pupils with medical conditions.
- Equality Act 2010, including reasonable adjustments where applicable.
- Department for Education, Supporting pupils at school with medical conditions: statutory guidance (2017, currently in force).
- Department of Health and Social Care, Guidance on the use of emergency salbutamol inhalers in schools.
- Department for Education, First aid in schools, early years and further education.
- Department for Education, Allergy safety in schools (2026), where asthma and allergy arrangements overlap.
- Relevant NHS/local NHS asthma advice and the pupil's own prescribed clinical plan.

The Department for Education has consulted on revised statutory guidance for supporting pupils with medical conditions. As at September 2026, the existing statutory guidance remains in force while revised guidance is being developed. The school will update this policy when revised statutory guidance is published.

Aims

- Identify pupils with asthma and ensure staff know how their condition is managed in school.

- Ensure pupils have prompt access to prescribed reliever medication in accordance with their individual arrangements.
- Ensure pupils who require support to use an inhaler receive that support safely and respectfully.
- Ensure emergency inhalers are managed, stored, checked and used in accordance with the school's protocol and consent arrangements.
- Ensure staff know how to recognise an asthma attack and what action to take.
- Ensure asthma does not unnecessarily prevent participation in PE, sport, clubs, educational visits or other activities.
- Ensure medication use and incidents are recorded appropriately on Evolve and parents/carers are informed as required.
- Review incidents, concerns and near misses so practice can be improved.

Roles and responsibilities

Governing body

- Ensure arrangements are in place to support pupils with medical conditions, including asthma.
- Ensure this policy is reviewed and monitored.
- Ensure appropriate arrangements exist for staff training and emergency response.

Headteacher

- Ensure this policy is implemented, communicated and reviewed.
- Ensure relevant staff receive appropriate asthma awareness and emergency response training.
- Ensure new and supply staff can access essential information and know how to obtain urgent help.
- Ensure appropriate arrangements are in place for emergency inhalers and pupil medication.

Designated Medical Conditions Lead / designated staff

- Maintain oversight of asthma arrangements and asthma information.
- Coordinate review of IHPs and relevant asthma action plans.
- Oversee checks of emergency inhalers, spacers, expiry dates and stock where held.
- Ensure relevant staff know where emergency inhalers and pupil inhalers are stored.
- Coordinate staff training and maintain training records.
- Review medication incidents and near misses and identify actions.

All school staff

- Read and follow this policy and relevant pupil IHPs.

- Know which pupils they teach or supervise have asthma and how to obtain medication or urgent assistance.
- Allow pupils prompt access to their reliever inhaler.
- Recognise an asthma attack and follow the emergency procedure.
- Ensure inhalers and necessary medication accompany pupils for trips, PE, clubs and activities away from the classroom.
- Record medication administration/support on Evolve.
- Inform the appropriate school lead and parents/carers when required following an asthma episode or increased reliever use.

Pupils

- Tell an adult if asthma symptoms are worsening or an inhaler is needed.
- Use inhalers as instructed and treat medication responsibly.
- Where developmentally appropriate, take increasing responsibility for managing asthma safely.
- Tell a trusted adult if an inhaler cannot be accessed or is missing, empty or damaged.

Parents/carers

- Inform the school promptly of diagnosis or changes.
- Provide accurate information about medication, triggers and emergency arrangements.
- Provide labelled inhalers/spacers and ensure they are in date.
- Provide or contribute to an IHP and personal asthma action plan where required.
- Tell the school about changes to medication, dosage or independence.
- Ensure arrangements remain suitable for trips, clubs and activities outside normal school hours.

Identification, records and Individual Healthcare Plans

At admission and throughout the school year, parents/carers are asked to provide information about medical conditions, including asthma. The school maintains a current record of pupils with asthma. Park Road will use its class medical/allergy information so staff can identify pupils with relevant medical needs and understand what treatment or support is required.

Where a pupil requires an IHP, the school will develop and review it with the pupil where appropriate, their parent/carer and relevant healthcare professional. The IHP should contain sufficient information to enable staff to support the pupil safely, including symptoms, triggers where known, medication, level of independence, emergency arrangements and relevant activity/travel considerations.

Medical information will be handled in accordance with the school's data protection arrangements.

Asthma medication in school

Pupils should have prompt access to their prescribed reliever inhaler. Where a pupil is sufficiently mature and independent, they may carry and use their inhaler in accordance with their healthcare plan and arrangements agreed with parents/carers and relevant healthcare professionals.

Where a pupil needs support, a member of staff may support the pupil to take their own medication. Staff are not required to administer medication unless this forms part of an agreed arrangement and they have appropriate training and authority.

At Park Road, inhaler use or administration/support is recorded on Evolve in accordance with the school's medication procedures. Parents/carers are informed where required.

- Inhalers must be clearly labelled with the pupil's name.
- A spacer should be available where prescribed or recommended.
- Medication must be accessible when needed and not stored in a way that creates unnecessary delay.
- Staff should check the pupil's IHP/personal asthma action plan if uncertain.
- Preventer or other inhalers should only be supported/administered where there is a specific medical requirement and appropriate instructions.

Emergency salbutamol inhaler

Park Road maintains emergency asthma inhaler arrangements for eligible pupils in accordance with the school's emergency inhaler protocol. The emergency inhaler is intended for use where a pupil with asthma or a prescribed reliever inhaler cannot access their own inhaler, subject to written parental consent and the conditions in the school's protocol.

- Emergency inhalers and spacers are kept in a designated, readily accessible location communicated to relevant staff.
- The school maintains records of stock, batch/expiry information and use.
- Emergency inhalers are checked routinely to ensure they are in date, present and usable.
- Appropriately trained staff know how to access and use the emergency inhaler.
- The emergency inhaler is only used for pupils who meet eligibility and consent requirements.
- Use is recorded and the parent/carer informed.
- Used or expired equipment is dealt with according to manufacturer instructions and school disposal arrangements.

The Department of Health guidance states that schools choosing to hold an emergency salbutamol inhaler should have arrangements covering supply, storage, care and disposal; identification of eligible pupils; written parental consent; staff training; recording of use; and informing parents/carers.

Recognising an asthma attack

Symptoms may vary. Staff should be alert to:

- Persistent coughing.
- Wheezing.
- Shortness of breath or difficulty breathing.
- Breathing quickly or with increased effort.
- Chest tightness.
- Difficulty speaking in full sentences.
- Being unusually quiet, tired, distressed or unable to participate normally.
- A pupil reporting that they are having an asthma attack.

Younger pupils may describe breathing difficulty or chest tightness in less specific ways. Take concerns seriously and follow the IHP/personal asthma action plan where available.

Response to an asthma attack

Staff should remain calm, stay with the pupil and follow the pupil's IHP/personal asthma action plan where available.

- Sit the pupil upright and reassure them.
- Send another member of staff to obtain the pupil's reliever inhaler/spacer or emergency inhaler if required. Do not leave the pupil alone to collect medication.
- Support the pupil to use the reliever inhaler in accordance with their prescribed plan.
- For a blue/salbutamol reliever inhaler used in an acute attack, NHS guidance allows up to 10 puffs, one puff at a time, shaking between puffs and using a spacer where available. If the pupil's personal action plan gives different instructions, follow that plan.
- If symptoms are severe, worsening, or do not improve after the maximum dose specified in the plan, call 999.
- Tell the ambulance service the pupil is having an asthma attack and provide information requested.
- Continue to reassure and monitor the pupil while waiting.

- Contact the parent/carer in accordance with the emergency procedure.

Call 999 immediately if the pupil is too breathless to speak, is becoming blue/grey, collapses, becomes unusually drowsy or confused, is rapidly deteriorating, or staff are seriously concerned. Do not delay emergency services while waiting for a parent/carer.

If an ambulance has been called and has not arrived after 10 minutes, follow the pupil's action plan and current NHS/emergency guidance regarding further reliever medication.

Emergency arrangements and hospital transfer

- A pupil having an asthma attack must not be left unattended.
- Another adult should be summoned to obtain medication or call emergency services where possible.
- If an ambulance is required, a member of staff should accompany the pupil where school procedures and circumstances permit and remain until the parent/carer arrives.
- Provide relevant medical information and the IHP/medication information to emergency services where appropriate.
- Inform the parent/carer as soon as reasonably practicable after emergency services have been contacted.
- Record and review significant emergencies in accordance with the First Aid Policy and school incident procedures.

Recording, Evolve and communication with parents/carers

All medication administration or support involving asthma medication will be recorded on Evolve in accordance with the school's medication procedures. Records should include the relevant medication, date/time, pupil, member of staff and other information required by the Evolve record.

- Inform parents/carers following an asthma attack and where their child has required emergency inhaler use.
- Communicate repeated or increased reliever use to parents/carers so appropriate medical review can be considered.
- Record significant incidents, medication errors, missed medication, unavailable inhalers and near misses through the appropriate school route.
- Where an incident identifies a weakness, consider whether the IHP, staff knowledge, medication arrangements or policy need updating.

PE, sport, trips and activities

Pupils with asthma should be encouraged and supported to participate in PE, sport, clubs and educational visits unless a healthcare professional has advised otherwise.

- The pupil's inhaler must be readily accessible during PE and activities away from the classroom.
- Supervising staff must know which pupils have asthma and how to obtain urgent assistance.
- Medication and relevant healthcare information must accompany pupils on educational visits where required.
- Trip leaders must consider asthma within medical and first-aid risk assessment.
- Specific exercise-related arrangements must be reflected in the IHP/action plan.
- Staff should be alert to known individual triggers.

Breakfast Club, After School Club and Holiday Club

The asthma arrangements apply to Breakfast Club, After School Club and Holiday Club. Supervising staff must have access to relevant medical information and know how pupils obtain inhalers and how to summon emergency assistance.

- Inhalers remain accessible during wraparound and holiday provision.
- Relevant staff know how to access emergency inhalers and medical information.
- Medication use is recorded on Evolve.
- Significant incidents are communicated to parents/carers and the school medical lead as appropriate.
- External/contracted staff receive appropriate information where responsible for supervising pupils with asthma.

Staff training

All staff should receive appropriate asthma awareness so they can recognise symptoms, understand school arrangements and obtain urgent help. Staff with specific responsibilities for supporting medication or emergency inhalers must receive appropriate training.

- New staff and regular supply/temporary staff are made aware of asthma arrangements.
- Relevant staff know where class medical/allergy information is accessed.
- Designated emergency inhaler staff receive practical training appropriate to their role.
- Training and refresher training are recorded.
- Staff seek advice from the designated medical conditions lead if unsure.

Storage and checking of medication

- Pupil inhalers are stored so they are accessible when required and protected from damage or inappropriate use.
- Emergency inhalers are stored according to manufacturer instructions and the school protocol.

- The designated staff member routinely checks emergency inhalers for expiry, condition and supply.
- Parents/carers replace their child's expired or used inhaler unless another arrangement has been agreed.
- Medication should not be stored in a first-aid box unless the school's arrangements specifically provide safe storage and immediate access.

Asthma and allergies

Asthma and allergy arrangements may overlap. Staff must follow the pupil's IHP and the school's Allergy Safety Policy where a pupil has both conditions. Allergy medication, including adrenaline auto-injectors, is managed under the pupil's allergy IHP and the Allergy Safety Policy.

Park Road's allergy arrangements include a central staffroom location for adrenaline auto-injectors and trained staff who may administer an auto-injector in accordance with the pupil's IHP. This asthma policy does not replace those arrangements.

Equality, inclusion and wellbeing

The school will ensure asthma does not become a barrier to learning, attendance, participation or inclusion. Reasonable adjustments will be considered where required. Staff will also be alert to the impact of asthma on confidence, sleep, fatigue, physical activity and social participation.

- Pupils will not be unnecessarily excluded from PE, sport, trips or clubs because they have asthma.
- Pupils will be treated with dignity and medical needs managed sensitively.
- Bullying or negative treatment related to asthma will be addressed through Behaviour and Anti-Bullying arrangements.

Incidents, near misses and review

The school will learn from asthma incidents and near misses. Examples include an inhaler being unavailable or out of date, a pupil not being identified as having asthma, a delay obtaining medication, incorrect medication being considered/administered, or a failure in communication.

- Record the incident through the appropriate school system.
- Ensure the pupil receives appropriate medical care.
- Inform parents/carers where appropriate.
- Review what happened and identify immediate actions.
- Consider whether the IHP, medication arrangements, staff training or policy need updating.

Share learning with relevant staff without unnecessarily disclosing confidential information.

Monitoring and review

The Headteacher and designated medical conditions lead will monitor implementation. Monitoring may include the asthma register, IHPs, emergency inhaler checks, staff training, Evolve records, incidents and near misses.

This policy will be reviewed annually, or sooner following a significant change in legislation, statutory guidance, clinical guidance or school arrangements.

Appendix 1 – Park Road asthma emergency quick guide

ASTHMA ATTACK – ACT PROMPTLY

- Stay calm and stay with the pupil.
- Sit the pupil upright and reassure them.
- Send someone to get the reliever inhaler and spacer/emergency inhaler if required.
- Follow the pupil's IHP/personal asthma action plan.
- For a blue/salbutamol inhaler, give 1 puff at a time, shaking between puffs, with a spacer where available, up to the maximum specified in the plan (NHS guidance allows up to 10 puffs).
- Call 999 immediately if severely breathless, unable to speak normally, blue/grey, collapsed, drowsy/confused, deteriorating or not improving after the maximum dose.
- If an ambulance is called, continue the pupil's emergency plan/current emergency guidance while waiting.
- Inform the parent/carer.
- Record medication/incident on Evolve and through the appropriate incident process.

Appendix 2 – Staff checklist

- I know which pupils I supervise have asthma.
- I know where class medical/allergy information is accessed.
- I know how pupils access inhalers.
- I know how to obtain an emergency inhaler and urgent help.
- I know the signs of an asthma attack.
- I know where to find the pupil's IHP/emergency instructions.
- I know inhaler administration/support is recorded on Evolve.
- I know what to do during PE, trips, clubs and holiday provision.
- I know who to contact if unsure.

Key references

- Department for Education – Supporting pupils with medical conditions at school: statutory guidance.

- Department of Health and Social Care – Guidance on the use of emergency salbutamol inhalers in schools.
- Department for Education – First aid in schools, early years and further education.
- Department for Education – Allergy safety in schools (2026).
- NHS – Asthma and salbutamol inhaler guidance.

Author. L. Taylor

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