



## **NORTH STAR NURSERY AND HOLIDAY CLUB**

### **ASTHMA POLICY**

This policy is a requirement of the Medications Policy and is an appendix to the Allergy Inclusion Policy. This policy links with the Special Educational Needs and Disabilities Policy. It is for the purpose of outlining our commitment to caring and accepting the individual needs associated with asthma and is a reference for nursery practitioners and parents.

At North Star Nursery and Holiday Club we:-

- Welcome all children with asthma;
- Recognise that asthma is a widespread, serious but controllable condition;
- Recognise that every child's asthma is different
- Encourage and help children with asthma to participate fully in all activities;
- Ensure staff have immediate access to a child's reliever inhalers at all times;
- Keep a record of all children with asthma and the medicines they take;
- Ensure the Nursery environment is favourable to children with asthma;
- Ensure that other children in the Nursery understand asthma, enabling them to support their friends with the condition so that children with asthma can avoid the stigma sometimes attached to this long-term condition.
- Ensure that all staff (including supply staff) who come into contact with children with asthma know what to do in the event of an asthma attack;
- Understand that children with asthma may experience bullying and have procedures in place to prevent this;
- Work in partnership with parents, staff, children, health professionals and nursery committee members to ensure that the policy is planned, implemented and maintained successfully;
- Reassure parents of children with asthma that their children are in a safe, caring environment.

#### **Access to Reliever Medicines**

Immediate access to reliever medicines is essential. The reliever inhalers of children with asthma are kept in the child's room in a sealed container, out of reach of the children but in an easily accessible place to staff. Parents/carers are asked to ensure that the Nursery is provided with a labelled spare reliever inhaler. This will also be kept in the child's room in a sealed container in case the child's inhaler runs out, breaks or is forgotten.

#### **Storage of Reliever Medicines**

All inhalers must be labelled with the child's name by the parent/carer.

#### **In the Event of an Asthma Attack**

All staff who come into contact with children with asthma know what to do in the event of an asthma attack.

In the event of an asthma attack the Nursery follows the procedure outlined by Asthma UK in its website at <https://www.asthma.org.uk/advice/child/asthma-attacks/> This procedure is visibly displayed in every room and is attached to this policy as Appendix 1.

## **Responsibilities of Parents/Carers**

Parents/carers are responsible for:

1. Providing written information detailing:
  - what asthma medication the child takes and when;
  - what triggers the child's asthma and what to do if the child's asthma gets worse;
  - who to contact in the case of an emergency and where to contact them.
2. Ensuring that room staff are shown how to administer reliever medicines including the use of a spacer if necessary.
3. Ensuring any medication including spare medication stored by North Star Nursery and/or Holiday Club is clearly labelled with the child's name and has not passed its expiry date. It is the parents' responsibility to check the expiry date and ensure repeat medicine is ordered and provided for the Nursery and/or Holiday Club.
4. Informing the Nursery and/or Holiday Club about any changes to their child's medicines, what they take, how much and how often.
5. Informing the Nursery of any changes to their child's asthma (for example, if their symptoms are getting worse or they are sleeping badly due to their asthma)
6. Keeping their child at home if they are not well enough to attend Nursery
7. Ensuring their child has regular asthma reviews with their doctor or asthma nurse. The Nursery should be informed of any changes to the child's condition, medication or personal Asthma Plan following any medical review;
8. Ensuring their child has a written personal asthma action plan to help them manage their child's condition and that the Nursery is aware of this. Parents/carers may find the Under 5's Asthma Action Plan useful in managing their child's condition. A copy can be downloaded from <http://www.asthma.org.uk/Sites/healthcare-professionals/pages/schools-and-early-years>

## **Responsibilities of the Staff and Manager of North Star Nursery and Holiday Club**

The manager of North Star Nursery and Holiday Club will:

1. Maintain staff training by following local guidelines that one practitioner from the setting attends relevant asthma training annually and cascades this to colleagues;
2. Ensure the health and safety of employees and children by making sure an appropriate Asthma Policy is in place;
3. Ensure the Asthma Policy is effectively monitored and updated annually;
4. Report to parents/carers, staff, Nursery Committee members and appropriate authorities about the successes and failures of the policy;
5. Ensure all staff are aware and familiar with the Nursery's Asthma Policy;
6. Ensure all staff know which children they come into contact with have asthma;
7. Ensure all staff know what to do in an asthma attack;

The staff of North Star Nursery and Holiday Club will:

1. Ensure that parents are consulted about their child's asthma medication administration individual to their child e.g. position to administer, reward for taking medication, and triggers;
2. Ensure they have read and are familiar with the Nursery's Asthma Policy and know what to do in the event of an asthma attack;
3. Ensure they know which children they come into contact with have asthma;
4. Ensure there is immediate access to the child's reliever inhaler at all times;
5. Tell parents/carers if their child has had an asthma attack;
6. Tell parents/carers if their child is using more reliever inhaler than they usually would;

7. Ensure an Administration of Medication Form is completed each time a child's asthma medication is used and that it is signed and witnessed by the staff administering the medication. This must also be signed by the child's parents;
8. Ensure that an Accident/Incident Form is completed following a child's asthma attack should the First Aid required reach steps 3 or 4 of the "How to Deal with an Asthma Attack" guidelines appended to this policy;
9. Ensure they take a child's asthma medicines with them when they go on an outing away from the Nursery. The Outings and Off-Site Risk Assessment form which is completed prior to any outing from the Nursery and Holiday Club will prompt staff to ensure any medication is taken out with them;
10. Where possible, ensure they take a child's asthma medicines with them should the Nursery building need to be evacuated. In the event of an emergency evacuation, this may not always be possible.
11. Keep an eye out for children with asthma experiencing bullying or discrimination and ensure that their peers are educated about asthma so that they can support those who have the condition are reduce stigma.
12. Be aware that a child may be tired because of night-time symptoms
13. Liaise with parents/carers, medical professionals and special educational needs coordinators or Learning Support & Special Educational Needs Department if a child's development is affected because of their asthma;
14. Pass on this knowledge to other settings the child attends, e.g. pre-school and primary school.

### **Ensuring the Nursery Environment is Favourable to Children and Staff with Asthma**

The Nursery does all that it can to ensure the Nursery environment is favourable to children and staff with asthma.

The Nursery does not keep furry or feathered animals and has a definitive no-smoking policy.

As far as possible the Nursery does not use chemicals that are potential triggers for children and staff with asthma.

### **Staff with Asthma**

As an equal opportunities employer, North Star Nursery aims to treat all employees equally and fairly regardless of any medical conditions they may have.

Any member of staff with asthma should advise the Nursery Manager of any known triggers. Should it be necessary, the Nursery Manager (with the agreement of the member of staff) will advise other staff members of these triggers so that the workplace environment can remain favourable to the employee with asthma.

Should a member of staff require to bring medication for asthma to work, the Nursery Manager or a senior member of staff should be informed and this information should be recorded on their personal record card held in the blue box in the office. Should this medication no longer be required, the Nursery Manager or senior member of staff should be advised so that the information can be removed from the record card.

Reliever medication may be stored within the rooms so that it is easily accessible. This should be kept in the medications boxes provided and stored out of reach of the children.

In the event of an outing away from Nursery, it is the staff member's responsibility to take their reliever medications with them.

In the event of an evacuation of the Nursery building, staff should take their reliever medications with them where possible. In the event of an emergency evacuation, this may not always be possible. Staff should follow the emergency evacuation procedures at all times.

Should the Nursery Manager consider that a member of staff's work is unduly affected by their condition or in any case where sick absence is protracted, or where the Nursery Manager considers that a medical opinion in relation to the continued employment is desirable, the Management Committee will be consulted.

**References**

1. <http://www.asthma.org.uk/>

This policy links to:	Health and Safety Policy Safeguarding Children and Child Protection Policy Medications Policy First Aid Policy Childhood Ailments Policy Allergy Inclusion Policy Walks, Outings and Off-Site Procedures Policy Special Educational Needs and Disabilities Policy Local Offer Information Equality and Diversity Policy Staff Handbook Staff Induction Staff Training
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Policy Review History	
February 2015	v.1
September 2016	v.2
July 2017	v.3

**This policy will be reviewed in July 2018 unless a review of events, legislation or guidance from health professionals or Ofsted indicates that a review should take place sooner.**

**Signed** ..... **Dated** .....

**Print** ..... **Nursery Manager**

**Signed** ..... **Dated** .....

**Print** ..... **Reviewing Committee Member**

## **HOW TO DEAL WITH AN ASTHMA ATTACK**

### **Guidelines issued by [www.asthma.org.uk](http://www.asthma.org.uk)**

The following guidelines are suitable for both children and adults and are the recommended steps to follow in an asthma attack:

1. Help them to sit up straight - don't lie down - and keep calm.
2. Help them to take one puff of their reliever inhaler (usually blue) every 30-60 seconds, up to a maximum of 10 puffs.
3. Call 999 for an ambulance if:
  - their symptoms get worse while they are using their inhaler
  - they don't feel better after 10 puffs
  - you're worried at any time, even if they haven't yet taken 10 puffs.
4. While you wait for the ambulance, reassure them.

**Always call 999 immediately if they don't have a reliever inhaler with them.**

5. If the ambulance is taking longer than 15 minutes you can repeat step 2.

If their symptoms improve and you don't need to call 999, they still need to make an urgent same day appointment. You can also check if they've been given rescue prednisolone tablets. If they have then take these as instructed by their GP/asthma nurse, or as instructed on the packet.