



Lavenham Pre-School

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Asthma Policy

Policy statement

Lavenham Pre-school recognises that asthma is an important condition that affects many children. We encourage and help children with asthma to participate in all activities. We will work in partnership with parents and other professionals to ensure that the needs of the children with Asthma are met and will liaise on a regular basis.

Principles

- We;
- recognise that asthma is an important condition affecting many children
 - encourage and help children with asthma to participate fully in activities
 - ensure children have immediate access to reliever inhalers
 - ensure the group environment is favourable to children with asthma
 - ensure that other children in the group understand that asthma can be serious
 - provide guidance for staff on what to do if a child has an asthma attack to ensure the child's welfare in the event of an emergency
 - work with parents of children with asthma to ensure that their children are in a safe, caring environment
 - promote action by parents and teachers to actively support the policy in the group.

Procedures

Roles and responsibilities at Lavenham Pre-school

Parents and Staff must have clear and precise information and procedures detailing:

- What Asthma medication is taken and when.
- What triggers the child's Asthma.
- How to tell if the child's Asthma is getting worse.
- What to do if the Asthma gets worse.
- Who to contact in the case of emergency and where to contact them.
- That all staff are aware of what to do in an attack and how to use an inhaler.

Parents/carers need to:

- Inform the setting if their child has been diagnosed with asthma or prescribed an inhaler for any reason, at any time.

- If the child has been prescribed an inhaler, parents should provide an inhaler to be kept at Pre-school at all times and not to be taken home. Failure to provide an inhaler in setting is at the parents/carers own risk.
- Provide written information detailing:
 - what asthma medicines the child takes and when
 - what triggers the child's asthma and what to do if the child's asthma gets worse
 - emergency contact details
- Ensure any spare medicines are labelled and have not passed their expiry date.
- Inform us if their child is unwell and more likely to need their inhaler.
- Inform us of any changes to the child's asthma, for example new triggers or symptoms
- Inform us of any changes to the medication the child takes (to be written into care plan).
- Inform us of Emergency Contact details (please ensure we know of any changes to phone numbers etc).

Management committees/proprietors need to:

- Ensure that a suitable asthma policy is implemented by the group. The committee should monitor its implementation and review its progress.
- Provide insurance policies that give clear indemnity to staff who look after children with asthma and administer medicines, in accordance with the agreed guidance and cooperation with and consent of parents/carers.
- Ensure that parents/carers of children with asthma are informed about the policy and given a copy of the policy on asthma.
- Ensure training is made available to staff, with regular follow ups and new staff trained as early as possible.

Key Persons need to:

- Have the knowledge, ability and confidence to care for children with asthma.
- Liaise with parents/carers of children about planning for and controlling their children's asthma.
- Know what triggers a particular child's asthma.
- Know where young children's asthma medicines are kept and how they should be administered.
- Know how to recognise if a child's asthma symptoms are getting worse and what to do if a child has an asthma attack or in the event of an emergency.
- If a child needs to repeat the use of their reliever (blue) inhaler within four hours, parents/carers will be contacted immediately.
- Involve children who have asthma in all physical activity.

Group Co-ordinators, Managers and Officers need to:

- Work in partnership with parents/carers and healthcare professionals to identify the needs of children with asthma and work with their personal asthma action plans to ensure that their asthma is effectively controlled.
- Inform all parents/carers about the asthma policy of the group and their responsibilities.
- Ensure that staff receive training about asthma and how to deal with asthma attacks. Staff should have regular training updates.
- Ensure children have immediate access to their reliever inhaler. All inhalers are kept in the kitchen cupboard and we ensure that all the relevant people know where to find it. We do not cause delay by locking it up.
- Ensure that clear written records are kept for children with asthma, detailing information from the parent/carer on:

- what medicine is to be taken
- when it is to be taken
- how it is to be taken
- how to tell when the child's asthma is getting worse and what to do if it gets worse

- Ensure the child's asthma medicines are kept in a labelled plastic box with the child's full name, date of birth and medication details displayed.
- Ensure that a record is kept each time a child takes their medicines.
- Make sure that the person collecting the child is informed if the child has had to take their medicines.
- Ask parents/carers to bring a spare inhaler to be kept at the Pre-school at all times in case of emergency. Failure to do so will mean that children may not be able to attend until this has been addressed.
- Make sure that inhalers are always taken on group trips or if the child leaves the premises for any activity, including emergency evacuation, their reliever is taken with them.
- Ensure key workers are confident to help a child with their medicine and decide who should administer the medicine when the key person is not available.
- Ensure the group environment is as safe as possible for children with asthma.

This policy was adopted by _____ *(name of provider)*

On _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory (e.g. chair, director or owner) _____