



Eveswell and Somerton Primary School Partnership

Asthma and Emergency Medication Policy July 2026

School Name:	Eveswell and Somerton Primary School Partnership
Reviewed:	09/07/2026
Review Approved By:	Governing Body
Shared with staff:	17.7.26

This policy is designed to be incorporated into/annexed to the schools wider medical conditions policy as required by the Supporting Pupils in schools with medical conditions statutory guidance

Author/s	Claire Orford, Jade Eaves & Sue Webb
Purpose	To minimise the risk of any pupil suffering a asthma attack whilst at school or attending any school related activity. To ensure staff are properly prepared to recognise and manage asthma attacks should they arise.
Links with other policies	Administering Medicines Policy

The named staff members (at least 2) responsible for co-ordinating staff asthma training and the upkeep of the school's Asthma and Emergency Medication Policy in Eveswell Primary School are:-

Claire Orford (EHT) & Sue Webb (ALNCo)

The named staff members (at least 2) responsible for co-ordinating staff asthma training and the upkeep of the school's Asthma and Emergency Medication Policy in Somerton Primary School are:-

Claire Orford (EHT) Jade Eaves (DHT) and Helen Campling (First Aider)

1. Policy Statement

Eveswell and Somerton Primary Schools are committed to supporting pupils with medical conditions, including asthma, to ensure they can participate fully and safely in school life.

The school has chosen to maintain an emergency salbutamol inhaler for use in emergencies in accordance with Welsh Government guidance on the use of emergency salbutamol inhalers in schools. The emergency inhaler is intended for use by pupils who have been diagnosed with asthma or prescribed a reliever inhaler and for whom written parental consent has been obtained.

This policy should be read alongside the school's Administration of Medicines Policy and Individual Healthcare Plans.

2. Aims

This policy aims to:

- Provide clear guidance for staff regarding the use of the school's emergency salbutamol inhaler.
 - Ensure appropriate support is available for pupils diagnosed with asthma.
 - Minimise the risk of serious asthma attacks in school.
 - Ensure staff understand how to recognise and respond to asthma symptoms and asthma attacks.
 - Promote the safety and wellbeing of all pupils with asthma.
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3. Legal Framework

This policy reflects the Welsh Government guidance *Guidance on the Use of Emergency Salbutamol Inhalers in Schools in Wales (2014)* and the Human Medicines (Amendment) (No.2) Regulations 2014, which permit schools to purchase and hold emergency salbutamol inhalers for emergency use.

4. Pupils Eligible to Use the Emergency Inhaler

The emergency inhaler may only be used for pupils who:

- Have been diagnosed with asthma and prescribed a reliever inhaler; or
- Have been prescribed a reliever inhaler for another respiratory condition; and
- Have written parental/carers consent for the use of the emergency inhaler.

The emergency inhaler is intended only for situations where a pupil's own prescribed inhaler is unavailable, lost, broken, empty or otherwise unusable.

A minimum of two members of staff (class staff or first aiders) will be designated to oversee the emergency inhaler arrangements.

5. Responsibilities

Headteacher

The Headteacher will ensure:

- This policy is implemented and reviewed regularly.
- Appropriate staff training is provided.
- The emergency inhaler and spacer devices are available and maintained.
- Suitable records are kept.

The designated member(s) of staff will:

- Maintain the asthma register.
- Ensure parental consent forms are updated annually.
- Monitor expiry dates and replace equipment as required.
- Maintain records of inhaler use.

All Staff

All staff should:

- Be aware of this policy.
 - Know how to recognise signs of an asthma attack.
 - Know how to access emergency assistance.
 - Know who the trained designated staff members are.
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6. Asthma Register

The school will keep an up-to-date asthma register containing:

- Pupil name.
- Class.
- Details of prescribed inhaler.
- Confirmation of parental consent.
- Emergency contact information.

- Individual Healthcare Plan details where applicable.

A copy of the asthma register will be stored with the emergency inhaler kit and be accessible to relevant staff.

7. Parental Responsibilities

Parents/carers are expected to:

- Inform the school if their child has asthma.
- Provide written consent for emergency inhaler use.
- Supply an in-date, clearly labelled reliever inhaler.
- Inform the school of any changes to medical needs.
- Ensure contact details remain current.

The emergency inhaler should never be relied upon instead of the pupil's own prescribed inhaler.

8. Recognising Asthma Symptoms

Common symptoms may include:

- Coughing.
- Wheezing.
- Shortness of breath.
- Chest tightness.
- Difficulty exercising without symptoms.

Signs of an Asthma Attack

- Persistent coughing.
- Wheezing at rest.
- Difficulty breathing.
- Rapid breathing.
- Nasal flaring.
- Difficulty speaking.
- Unusual quietness.
- Complaints of chest tightness.

Emergency Warning Signs

Call 999 immediately if the pupil:

- Is too breathless to speak.
 - Appears exhausted.
 - Develops blue lips or a blue/white tinge around the mouth.
 - Collapses.
 - Fails to improve after treatment.
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9. Emergency Asthma Procedure

If a pupil is displaying symptoms of an asthma attack:

1. Stay calm and reassure the pupil.
2. Encourage them to sit upright and slightly forward.
3. Locate and administer the pupil's own inhaler if available.
4. If unavailable or unusable, check the asthma register and parental consent.
5. Administer the emergency inhaler via a spacer where possible:
 - Prime inhaler with 2 puffs into the air.
 - Give 2 puffs initially.
6. Assess response.
7. If symptoms continue, administer one puff every 30-60 seconds, up to 10 puffs.
8. If symptoms worsen or there is no significant improvement, call 999 immediately.
9. Continue giving up to 10 further puffs if the ambulance has not arrived within 10 minutes.
10. Inform parents/carers as soon as possible.

The pupil must never be left alone during an asthma attack.

10. Emergency Inhaler Kit

The emergency inhaler kit will contain:

- Salbutamol metered-dose inhaler.
 - At least one compatible single-use spacers.
 - Instructions for use.
 - Cleaning instructions.
 - Manufacturer's information.
 - Asthma register.
 - Record of administration.
 - Equipment checklist and expiry date monitoring sheet.
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11. Storage and Maintenance

The emergency inhaler kit will:

- Be stored in a central, secure location.
In Eveswell Primary School Miss Barrett's room on shelf
In Somerton Primary School - Miss Campling's office on top of cupboards in medical box
- Be readily accessible to staff at all times.
- Not be locked away.
- Be stored below 30°C and out of direct sunlight.
- Be clearly labelled.

Named staff members will carry out checks to ensure:

- Inhalers are in date.
- Equipment is present and functional.
- Sufficient doses remain available.
- Records are maintained.

12. Cleaning and Disposal

Following use:

- The inhaler will be cleaned according to manufacturer's instructions.
- Replacement spacers will be obtained promptly.
- Expired or empty inhalers will be returned to a pharmacy for safe disposal where possible.

13. Record Keeping

Following every use of a pupil's own inhaler for routine or preventative use, staff will record:

- Name of pupil.
- Date and time.
- Location.
- Number of puffs administered.
- Name of staff member administering treatment.
- Whether a spacer was used.

Following every use of a pupil's own inhaler during an asthma attack, staff will record:

- Name of pupil.

- Date and time.
- Location.
- Number of puffs administered.
- Name of staff member administering treatment.
- Whether a spacer was used.
- Details of the incident and outcome.
- Parent/carer notification.
- **First aid record completed**

Following every use of the emergency inhaler, staff will record:

- Name of pupil.
- Date and time.
- Location.
- Number of puffs administered.
- Name of staff member administering treatment.
- Whether a spacer was used.
- Details of the incident and outcome.
- Parent/carer notification.
- **First aid record completed if used during an asthma attack**

A written notification will be sent home after each use of the emergency inhaler.

A minimum of two members of staff (class staff or first aiders) will be designated to oversee the emergency inhaler arrangements.

14. Staff Training

The school will ensure appropriate training is provided so that staff are able to:

- Recognise asthma symptoms and attacks.
- Access the emergency inhaler quickly.
- Administer salbutamol safely using a spacer.
- Know when to call emergency services.
- Complete incident records accurately.

Training Course: Education for Health- Supporting children and young people's health:
Improving Asthma Care Together completed by staff:

Eveswell completed training: May 2026

Somerton completed training:

Teaching assistants - March 2026

Teachers - May 2026

15. Monitoring and Review

This policy will be reviewed annually or sooner if:

- Welsh Government guidance changes.
- School procedures change.
- An incident highlights a need for review.