

Safeguarding and Welfare Requirement: Health

Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date.



17. Asthma Policy

Ducklings pre-school policy statement

At Ducklings we welcome all children with asthma recognising that asthma is an important condition affecting many children.

- We encourage and help children with asthma to participate fully in activities.
- We ensure children have immediate access to reliever inhalers.
- We ensure the pre-school's environment is favourable to children with asthma.
- We 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.
- We work with parents of children with asthma to ensure that their children are in a safe, caring environment.
- We monitor and review our policy and procedures and if necessary make adjustments promoting action by parents and staff members to actively support the policy in the pre-school.

Procedures

- When parents start their children at Ducklings they are asked if their child suffers from any known conditions or allergies. This is recorded on the registration form.
- If a child has asthma a health care plan is completed by both the parents and key person to detail the following:
 - what asthma medication the child takes;
 - when it is to be taken;
 - how is it to be taken;
 - dosage to be given;
 - the medication expiry date;
 - what triggers the child's asthma and what to do if the child's asthma gets worse;
 - emergency contact details;
 - signature, printed name of parent and date.

- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the supervisor along with the key person. Other medical or social care personnel may also need to be involved in the risk assessment.
- Parents are asked to bring in a spare inhaler to be kept at the pre-school in case of emergency.
- The asthma medication is labelled with the child's full name, kept in its original container and checked that it has not passed the expiry date.

We store reliever inhalers marked with child's full name in a lockable non-portable white metal cupboard on the wall, next to the wall cupboard in Ducklings pre-school room.

When children with asthma attend a session their medication is taken out off the locked cupboard and placed in a basket on top of the cupboard so it is easily accessible.

Staff are informed about the whereabouts of the medication both verbally and they are shown visually.

- The key person is responsible for checking the expiry dates of spare reliever inhalers belonging to their key group children, and returning expired ones to parents for disposal and replacement.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell a member of staff what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.
- In the event of a child having an asthma attack at pre-school we will:
 - sit the child down, in a position that is comfortable for them;
 - ensure that the child's reliever inhaler is taken immediately;
 - stay calm, smile and talk to the child and reassure them that we will help and look after them.
- At all times staff members will trust their instincts when dealing with an incident of this nature. They will not hesitate to call for help if they are worried about the child's condition during any stage of an asthma attack.
- The supervisor will ascertain whether staff members are confident to help a child with their asthma medication, and where possible be available to assist with administration of medication alongside another member of staff.
- We will ensure that a record is kept each time a child takes their asthma medication.
- We use the Pre-school Learning Alliance's publication *Medication Record* for recording administration of medication and comply with the detailed procedures set out in that publication.
- We will make sure the person collecting the child is informed if the child has had to take their asthma medication.
- The supervisor will ensure that inhalers are always taken on group outings.
- We will do all we can to ensure the pre-school environment is favourable for children with asthma. We have a no smoking policy and avoid keeping furry or feathery pets as they can trigger asthma symptoms.

This Policy should be read alongside the following Policies:

15. Administering medicines
16. Managing children who are sick, infectious, or with allergies
25. Supervision of children on outings and visits

Legal framework

- The Human Medicines Regulations 2012

Further guidance

- Asthma UK resources at info@asthma.org.uk

This asthma policy was adopted by	NGCA Ducklings pre-school
On	27 th March 2023
Date to be reviewed	26 th March 2024
Signed on behalf of the management committee	
Name of signatory	Tristan Woolfenden
Role of signatory	Chairperson