## Definition of Roles

**Asthma Champion**

A school Asthma Champion is a non-clinical member of staff who takes an active role supporting the school with the practical implementation of their asthma policy. They should link with others outside the school for support e.g. asthma clinical nurse specialist (CNS), a local GP and local community asthma team. An Asthma Champion is usually a member of staff at the school - the welfare officer is ideally placed or a staff member with an interest in children’s asthma and they may be part of a local asthma network. The Asthma Champion should liaise with the school safeguarding lead and identified school nurse if there are concerns around a child’s asthma control.

**Asthma Lead**

A school Asthma Lead is a member of school staff who takes a lead role within the school to ensure the asthma policy is implemented. They should be part of the Senior Leadership Team within the school and support the Asthma Champion’s role within the school.

**Asthma CNS (clinical nurse specialist)**

Asthma CNSs are healthcare professionals trained in paediatric respiratory medicine who specialise in helping children who have breathing conditions or problems with their lungs. These nurses specialise in supporting children with a range of conditions, including asthma. Their skills, knowledge and expertise are particularly geared towards helping children and their families from childhood through to young adulthood when they move into adult services. A close working relationship between the school nursing team and asthma CNS should be developed.

**School nurse**

A school nurse is a registered nurse who has experience and training in public and child health. A school won’t normally have a full-time nurse but may share a nurse with a number of other local schools. School nurses provide health promotion services in schools and weekly drop-in sessions or one-to-one appointments for students or parents to discuss any concerns they may have. The school nurse has a pivotal role to play in asthma care with children and young people at school. This should include liaising and signposting to the appropriate asthma services in their locality. A close working relationship between the school nursing team and asthma CNS should be developed.

**School support staff**

There are many types of support staff that help children learn: teaching and classroom assistants; learning support assistants; learning mentors; librarians; science technicians; ICT technicians; food technicians; and design and technology technicians. They help the school run smoothly and also include school business managers; cover supervisors; examination officers; school attendance officers; admin assistants; finance officers; and secretaries.

**Asthma Lead/Champion**

The school’s asthma lead/champion will have responsibility to:

* Manage the asthma register.
* Update the school asthma policy.
* Share the asthma register with staff and the School Nursing Service.
* Ensure all children on the register have opt out consent status recorded for use of emergency salbutamol inhaler, their own inhaler and spacer and personal asthma plan shared with the school.
* Manage the school’s emergency salbutamol inhalers (refer to the Department of Health Guidance on the use of emergency salbutamol inhalers in schools, March 2015).
* Ensure measures are in place so that children have immediate access to their inhalers.
* Ensure that medication in school is monitored and check expiry dates of medications every half term and advise parents if new medication is required. It is the responsibility of parents/guardians to ensure all medication is in date as advised by the asthma lead/champion.
* Ensure that empty out of date inhalers are disposed of appropriately.
* Ensure that all school staff training is up to date (including their own).
* Ensure parents/carers are notified if a student is using their inhaler an additional 3 times per week, over what is stated on their care plan.
* Ensure parents/carers are informed if a student refuses to use their inhaler or spacer.
* Ensure parents/carers are informed if a student has required administration of their inhaler whilst at school.
* Ensure parents/carers are informed if a student has required administration of the school’s emergency inhaler whilst at school.
* Arrange school-based asthma support sessions, these can be through assemblies, parent updates, form time or PSHE time.
* Carry out an Asthma Friendly School Audit annually with Senior Team and publish the policy on the school website.
* Arrange annual asthma training either via the local school nursing service or the Education for Health learning platform.
* Ensure emergency kits are checked regularly and contents replenished immediately after use;
* Ensure that procedures are followed.
* Be confident to support in an emergency situation.

School staff are not obliged to administer medication at school, however, some may be happy to do so.

School staff ARE insured to administer medication under the school’s or location educations authority’s public liability insurance policy.