


Services covered by this policy:	General Pre-school Children's Service	The Hamlet at Home Adult Services
Post holder(s) responsible for this policy:	Senior Management Team	
Date approved:	November 2023	
Approved by:	CEO – Ellie Coulson	
Signed:		
To be reviewed:	2 yearly	

A. Policy statement

Our belief is that everyone at The Hamlet should be happy and safe, is unique and valued, can explore choice and opportunities, is encouraged to unlock their potential, can communicate in their own way and is part of the wider community.

We believe that every Hamlet User has the right to the highest possible quality of care in the management of their health needs.

B. Purpose of this policy and why we have it

This policy sets out the values, principles and policies underpinning The Hamlet's approach to its treatment of Hamlet Users with asthma.

The Hamlet follows the British Guidelines on the Management of Asthma. It understands that asthma is a long-term condition involving the respiratory system in which the airways constrict and become inflamed, causing symptoms such as wheezing, shortness of breath, chest tightness and coughing.

Episodes or "attacks" may be triggered by such things as exposure to an environmental stimulant such as environmental tobacco smoke, cold or warm air, perfume, pet dander, moist air, exercise or exertion, or emotional stress. These are sometimes referred to as "triggers" and can include allergies.

C. Scope of this policy

- The Hamlet Users – children
- The Hamlet Users – adults
- Parents/carers/home support staff of Hamlet Users
- The Hamlet staffs

- The Hamlet Volunteers
- Educational or work placements e.g., Occupational Therapy or Nursing
- Visitors

D. Policy

The Hamlet aims to reduce the impact of asthma on Hamlet Users' lives and improve their quality of life where possible, helping them to manage their condition where required and ensuring they can live with dignity and independence by:

- informing Hamlet Users with asthma about their condition
- ensuring a high standard of care and treatment for all Hamlet Users with asthma.

E. Procedures and monitoring

Diagnosis, Treatment and Care

At The Hamlet:

- Each Hamlet User who has asthma will have their condition included in their [core assessment](#) conducted when they are first assessed for care. This will include discussion of how they cope with activities of daily living, medication needs, how they manage any asthma attacks and what, if any, help they require. Individual Hamlet Users may have an Asthma Action Plan. A copy of this will be held in Health Folder and on Care Planning.
- The [Health and Medication Support Plan](#) will be agreed between The Hamlet and the Hamlet User (or their representative).
- where relevant, the plan will include:
 - a full list of medications and asthma treatment, including dosage and frequency information — and arrangements for the administration of the medication (i.e. whether self-administered or where help is required by appropriately trained care and support staff).
 - measures to minimise the risk of both long-term and short-term complications of the Hamlet User's condition.
 - any additional support or help required in activities of daily living.
 - details of exactly how episodes of shortness of breath should be managed and details of how the Hamlet User should be supported if they are unwell and having difficulty breathing.
- The [Health and Medication Support Plan](#) will be reviewed on an annual basis or more frequently if the Hamlet User's condition changes.

Hamlet Users who have been diagnosed with asthma should be encouraged to have an annual review with their Asthma Nurse. It is The Hamlet's understanding that, for patients with severe asthma, such reviews should include:

- a review of the patients Asthma Action Plan

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- a review of reliever and preventer medication
- a review of the number of asthma attacks suffered
- a review of other medication prescribed, such as steroids
- side effects of medication
- an investigation into any links to triggers or allergies
- checking correct use of inhalers
- appropriate lung function tests such as peak flow and spirometry
- an opportunity to discuss concerns or issues
- referral to specialist teams if required

The approach taken at The Hamlet should be one of empowering Hamlet Users with asthma, where possible, to be as self-caring and as independent as possible, self-managing their condition and thus maintaining and enhancing their dignity and privacy. As part of this self-empowerment Hamlet Users will be encouraged to:

- talk to staff about any concerns or worries they may have
- understand what triggers their own asthma attacks
- know what to do if they have an asthma attack

Where a Hamlet User with asthma is a smoker, they will be offered all appropriate help and support to stop smoking, including referral to local smoking cessation services if they wish. All options will be discussed with the Hamlet User whose choices will be respected.

Medicines

The Hamlet understands that there are two main types of medicines used to treat asthma: relievers and preventers. Relievers (blue inhalers) are emergency medicines taken during an asthma attack. They are small tubes that contain medication in a vapour form. When a person suffers an asthma attack, they struggle to breathe, and the inhaler can be used to introduce the medication directly into the lungs by breathing it in. You should use a spacer such as an AeroChamber or Volumatic, if available. The medication then acts on the airways, dilating them and allowing the person to breathe. Hamlet Users may also have other inhalers or tablets prescribed known as ‘preventers’, ‘controllers’ or ‘combinations’.

At The Hamlet:

- Standard medication used for the treatment of asthma will either be self-administered by Hamlet Users or administered by staff according to the [Medication Management Policies](#).
- Inhalers are classed as emergency medication which is required on an “as when needed” basis. Inhalers should therefore be kept in a safe place but

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must be easily accessible in the event of an emergency. In the case of an asthma attack immediate access to reliever medicines, usually an inhaler, is essential.

- Help will be provided by appropriately trained care and support staff to Hamlet Users who have difficulties in self-administering their inhalers.
- Care and support staff will monitor all medicines use for side effects.

Recording

The administration of all medicines must be recorded as detailed in The Hamlet's [Medication Management policies](#).

Any incidents of asthma attacks must be recorded on an [Incident Record – Hamlet User](#) form. This will detail possible triggers, symptoms, and management.

Training

The Hamlet believes that the education and training of care and support staff in the treatment and care of people with asthma is fundamental if they are to understand the potential effects and complications of the condition and provide effective care for Hamlet Users.

All new staff are encouraged to read this policy on asthma care as part of their induction process as well as any associated policies.

Medication administration training includes how to administer inhalers.

Emergency First Aid at Work training includes the management of a person experiencing an asthma attack.

F. Regulations (Health and Social Care Act) and other legal references

Legislation and Guidance

The Hamlet's policies and procedures are all in line with relevant legislation and best practice guidance relating to the management and administration of medication in adult social care, including:

- The Medicines Act 1968
- The Misuse of Drugs Act 1971
- The Misuse of Drugs (Safe Custody) Regulations 1973
- NG67 Managing medicines for adults receiving social care in the community (March 2017) National Institute for Health and Care Excellence (NICE)
- QS171 Medicines management for people receiving social care in the community (July 2018) National Institute for Health and Care Excellence (NICE)

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- NG21 Home Care: Delivering Personal Care and Practical Support to Older People Living in Their Own Homes (September 2015) National Institute for Health and Care Excellence (NICE)
- The Safe and Secure Handling of Medicines (December 2018) Royal Pharmaceutical Society, which is written primarily for healthcare settings. However, the RPS state that some of its content is applicable to adult social care settings and can be used to inform social care policies.

CQC Fundamental Standards Compliance

The Hamlet's medication policies should comply with the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014.

Regarding medication, Regulation 12: Safe Care and Treatment includes a requirement for the "proper and safe" management of medicines and for sufficient medicines to be made available to meet The Hamlet Users' needs and ensure their safety.

This policy should be read in conjunction with any other relevant Hamlet policies and accompanying procedures.

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