



## Cylch Meithrin Meini Bach

### Polisi Asthma

### *Asthma Policy*

COVID-19

**Cylch Meithrin Meini Bach** follows this policy, reviews it annually and updates it as required.

The **leader** of **Cylch Meithrin Meini Bach** will ensure that every member of staff understands this policy.

**Cylch Meithrin Meini Bach** will ensure that parents and carers are aware of this policy by taking the following steps:

(Note how you will share this information. e.g. Policy will be placed on the Cylch Meithrin website; Policy to be given in a handbook to parents / carers; place policy in the entrance or where people are able to view it; draw the attention of parents and carers to the policy during parents evenings / mornings. This list is not exhaustive.)

1. Policy will be placed on the Cylch Meithrin website
2. Place policy in the entrance or where people are able to view it

<b>REVIEWED BY</b>		<b>DATE</b>
(Name)	(Signature)	(Date)
<i>Mari Lanchbury</i>	<i>M.LANCHBURY</i>	15.6.22

*(It is suggested that you review your policy annually and notify CIW, where appropriate, of any changes you make.)*



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### **COVID-19**

This policy has been updated for the period in which there is a declaration of a global pandemic caused by the virus COVID 19. The additional attachments highlighted in green, are mandatory and take priority over the Cylch's / Nursery's former policies if there is a change of procedure. We will refer also the setting's COVID 19 Risk Assessment and check list

### **Groups of People with Vulnerable Health**

**[Guidance on protecting people defined on medical grounds as clinically extremely vulnerable from coronavirus \(COVID-19\) – previously known as 'shielding' \[HTML\] | GOV.WALES](#)**

### **What has changed?**

As cases of the virus have reduced significantly across Wales the Chief Medical Officer has announced that the safety measures for people who are clinically extremely vulnerable that had been in place since 22 December 2020, have ended. This means,

you can

- go to work, if you cannot work from home, as long as the business is Covid-secure (has taken reasonable measures to minimise risk to employees)
- children who have been following shielding measures can return to the setting school when appropriate for their year group
- People on the shielding patient list must still follow the same **rules** as the rest of the population in Wales, but are also advised to take extra precautions to keep themselves safe from coronavirus.

A list of those considered to be Clinically Extremely Vulnerable is in the guidance

### **COVID-19 Vaccine**

Everyone on the Shielding Patient List (16 years and over) has been invited to receive the COVID-19 vaccine

Please refer to practitioner's vaccination policy for further information on the Cylch's stance on practitioner vaccination

### **Work and Employment**

you can return to work if your workplace is COVID Secure.



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When planning a return to work, it is advisable to talk with your employer as early as possible about how employees are being kept safe.

Your employer should help you to transition back to work safely and must take all reasonable measures to minimise exposure to coronavirus by ensuring a 2m distance is maintained between workers in your workplace (if you can't work from home).

You should complete a Risk Assessment with your employer to help consider your personal risk factors for Coronavirus (COVID-19). This **tool** helps you consider your personal risk factors for COVID-19 and suggests how to stay safe.

As shielding advice has been paused people who have been shielding will no longer be eligible for Statutory Sick Pay (SSP) on the basis of being advised to follow shielding measures. However, if your doctor has advised that you should not return to work due to your health condition they will need to provide you with a fit note for the purposes of claiming SSP.

As you are being advised not to attend your workplace, you may be eligible for Statutory Sick Pay (SSP). The letters sent to those on the shielding patient list can be used as evidence for the purposes of claiming SSP.

You can get specific advice on any issues and also on employment rights by visiting the **Acas website** or calling the Acas helpline, 0300 123 1100.

If you feel that you have been treated unfairly by your employer, or somebody who gives you a service, then the Equality Advisory and Support Service (EASS) offers a free advice service which you can access by calling 0808 800 0082, by text phone on 0808 800 0084 or by **visiting Equality Advisory and Support Service**.

If you have concerns about your health and safety at work, you can raise them with any union safety representatives, or ultimately with the organisation with responsibility for enforcement in your workplace, either the Health and Safety Executive or your local authority.

Access to Work is a publicly funded employment support programme that aims to help more disabled people start or stay in work. It can provide practical and financial support for people who have a disability or long term physical or mental health condition. Support can be provided where someone needs help or adaptations beyond reasonable adjustments.

To find out more about Access to Work:

- visit **Access to Work (on GOV.UK)**
- call the Access to Work helpline on 0800 121 7479



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For information on financial assistance available to you please visit **Understanding Universal Credit (on GOV.UK)**.

### Children and Young People

As our knowledge of COVID-19 has improved, evidence shows that it is very unlikely that children or young people become seriously ill from COVID 19 even if they have another illness or medical need. As a result the 4 governments of the United Kingdom have agreed that children and young people (under 18) will not be considered “vulnerable” and will not be on the shielding list from August 2021: [Guidance on protecting people defined on medical grounds as clinically extremely vulnerable from coronavirus \(COVID-19\) – previously known as ‘shielding’ \[HTML\] | GOV.WALES](#)

### Staff or children at ‘increased risk’

In the context of COVID-19 individuals at ‘increased risk’ are at a greater risk of severe illness from COVID-19. This category includes people aged over 70, those who are pregnant and those who have a range of chronic health conditions. As already set out in this Guidance, staff can undertake a self-assessment via the **All Wales COVID-19 workforce risk assessment tool**. The Tool will help to identify actions that can be taken. Every setting should continue to carry out risk assessments and put in place controls to minimise those risks, such as the frequent hand washing, surface hygiene and one-way systems.

All pregnant women (at any stage of gestation) should undertake an individual risk assessment. This is because pregnant women may be particularly vulnerable as it may place them at a greater risk of severe illness from coronavirus and should follow the latest **national guidance**.

### All Wales COVID-19 Workforce Risk Assessment Tool

The Risk Assessment Tool was developed for health and social care staff who are judged to be vulnerable or facing a high risk, regardless of their ethnicity. **This** resource factors in individual risks.

The tool has been adapted for use in the childcare / education sector and the Cylch / Nursery will use this resource to help staff members consider the status of their own health and well-being, and this helps workers and employers to record, assess and discuss the risks present and the steps they can take to mitigate these risks.

<https://www.asthma.org.uk/coronavirus>



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### **ASTHMA**

Asthma is the most common chronic childhood condition, and rates of asthma in Wales are amongst the highest in the world – affecting one in every nine children.<sup>1</sup>

It is vitally important that Cylch Meithrin staff know how to care for children who suffer from asthma. Asthma is a long-term condition which affects the small tubes in the lungs known as airways. These carry air in and out of the body. If a child has asthma these airways have a tendency to swell and redden. When asthmatic children come into contact with an asthma trigger, such as pet hair, pollen, a virus etc., this can cause their airways to narrow, making it difficult to breathe. The condition can vary from an occasional cough to serious and life threatening symptoms.

### **Children's Rights**

Ensuring health, safety and welfare is one of the ways that the Cylch Meithrin / Day Nursery demonstrates its respect for children's rights, as outlined by the United Nations Convention on the Rights of the Child, specifically:

- Article 3: All organisations concerned with children should work towards what is best for each child.
- Article 6: All children have the right of life. Governments should ensure that children survive and develop healthily.
- Article 15: Children have the right to meet together and to join groups and organisations, as long as this does not stop other people from enjoying their rights.
- Article 24: Children have the right to good quality health care and to clean water, nutritious food and a clean environment so that they will stay healthy.
- Article 29: Education should develop each child's personality and talents to the full. It should encourage children to respect their parents, and their own and other cultures.

### **Causes of Asthma**

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<sup>1</sup> Guidelines on the emergency use of salbutamol in schools in Wales:

<http://learning.gov.wales/docs/learningwales/publications/15021-use-of-emergency-salbutamol-inhalers-guidance-en.pdf>



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Everybody's asthma is different, and the Cylch will ensure that it knows the specific causes of asthma in the children who are under its care where possible. Among the likely causes are:

- Cold or Virus
- Physical Activity
- Sudden change in temperature or weather
- Emotions
- Allergies (e.g. pollen, animals, dust, mould)
- Irritants (e.g. tobacco smoke, chemical pollution)

### **Asthma Treatment**

There are two main types of asthma inhalers – preventers and relievers. Usually reliever inhalers are blue and it is taken by the child when symptoms present themselves. They relax the muscles that surround the narrow airways to make breathing easier. (According to Asthma UK if a child needs to use an asthma reliever inhaler more than 3 times a week this asthma is poorly controlled and should be clinically re-assessed)

Preventer inhalers can be brown, sometimes other colours, and they must be taken every day, even if the child feels well, as this lessens the swelling of the airways. This means that the child is less likely to have a negative reaction when they come into contact with an asthma trigger. There are other ways some children control their asthma such as tablets / granules (montelukast) and anti-histamines. Preventer inhalers will not improve breathing in the case of a sudden asthma attack.

Most children under five will need to use a spacer device to help them use their inhaler effectively. This large plastic device is shaped like a plastic bottle. At one end is an opening for the mouth, and at the other is a hole to fit the inhaler. The spacer facilitates the use of inhalers and ensures that the child gets the correct amount of medication in their lungs. If the child is under three, perhaps they will use a face mask.

In 2014 legal changes<sup>2</sup> made it possible for settings such as cylchoedd meithrin, nurseries and schools to purchase salbutamol inhalers without prescription, for use in emergency situations. If your Cylch will keep an emergency inhaler under this arrangement you will need to adopt Appendix A – the **Cylch Meithrin Salbutamol Emergency Inhaler Policy**, as part of this policy.

The Cylch will:

- provide an opportunity for every child with asthma to take full part in the activities of the cylch.
  - ensure that the cylch environment, including the physical environment, social, and educational activities are suitable for children with asthma, e.g. especially when dealing with pets.
- ask parents/carers/guardians for their children's asthma symptoms, how they can identify symptoms as they appear or worsen and what is likely to cause an asthma attack. Parents should also be asked how to administer reliever medication, e.g. whether the child uses

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<sup>2</sup> [http://www.legislation.gov.uk/ukxi/2014/1878/pdfs/ukxi\\_20141878\\_en.pdf](http://www.legislation.gov.uk/ukxi/2014/1878/pdfs/ukxi_20141878_en.pdf)



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separators (spacers). All staff should be made aware of the information given by the parents / carers / guardians. There is a template of an asthma plan that could be useful when discussing with parents on the website of AsthmaUK.<sup>3</sup>

- Miss Mari Lanchbury and Miss Catrin Watkins are responsible for:
  1. Keeping a specific record of which children have asthma, and the medicines they take, together with a record of the guidance given by parents. The record should be updated on a regular basis.
  2. Ensuring that reliever medicines are within their use-by-date.
  3. Ensuring that all staff members have received appropriate training on the right method of administering the medicines. Staff should use this website (<https://www.asthma.org.uk/advice/inhalers-medicines-treatments/using-inhalers/>) approved by medical experts. Staff can also ask parents/carers/guardians , or, if necessary, a doctor or other competent person. This should be certified on the MI form and it should be ensured that the training is updated once a year.
  4. Understanding that all children with asthma need immediate help to use reliever inhalers. As such, the reliever inhalers should not be locked up, and all staff should know where they are kept. Ensure that access to the inhaler is available at all times e.g. on visits outside of the Cylch.
  5. Ensuring that the Cylch has medication, a reliever inhaler and spare spacer for each child who requires them. Ensuring that parents/carers/guardians have labelled each medication, inhaler and spacer with the child's name.
  6. Ensuring that a robust process is in place so that parents/carers/guardians are notified each time the child has shown symptoms of asthma or has had to use medication to alleviate the condition whilst in the Cylch . Parents/carers/guardians should notify if the child is unwell or has used reliever inhalers outside of the Cylch.
  7. Working in partnership with all the Cylch's staff, parents/carers, doctors and nurses, to ensure that the policy is implemented and maintained successfully.
  8. Keeping an Asthma Register with the children's inhalers, so that details are on hand of which children in the Cylch suffer from asthma, and which medications are needed and when.

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<https://www.asthma.org.uk/globalassets/health-advice/resources/children/child-asthma-action-plan.pdf>



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### **Asthma Attacks**

The Cylch's staff will know how to recognise an asthma attack, and the Cylch's staff will respond quickly as an asthma attack can deteriorate quickly.

Early signs of an asthma attack can include:

- Constant coughing (while resting)
- Shortage of breath or difficulty breathing (child may be breathing quickly and with effort)
- Wide nostrils (the nostrils move when breathing)
- Unable to speak or complete sentences
- They may be trying to tell you that their ' chest feel tight' (younger children may express this as stomach pain)
- Being unusually quiet
- Lips turning blue

If a child suffers a sudden attack of asthma the Cylch's staff will: **(See Annex B)**

- 1 Help the child sit up straight and calm
- 2 Help the child take a puff of the inhaler (usually blue) for 30-60 seconds, up to 10 times. (Use a spacer if available)
- 3 Call 999 for an ambulance if:
  - They don't feel better after 10 puffs
  - Their symptoms get worse – e.g. cough, breathlessness, wheeze, tight chest or 'tummy / chest ache'
  - You're worried any time
- 4 Repeat step 2 if the ambulance takes longer than 15 minutes

Always call 999 immediately if you don't have a reliever inhaler with you.

If you go to A&E, remember to take your child's written asthma plan with you – even if it's a photo on your phone.



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#### **Informing Parents**

At least one parent or person with parental responsibility must be notified straight away. They should also be given written notice following an asthma attack so that the parent can transfer this information to the child's doctor. A copy of that letter should be kept in the child's health record.

#### **Recording the event:**

It will be necessary to record:

- 1 Date/time/location of incident and when medication was used
- 2 How many puffs of the inhaler was given and was a separator used? (Was the child given the separator to keep? The Cylch should not re-use it)
- 3 Details of the asthma attack; what happened, did the child go home / receive medical attention / were parents informed ... etc.

A copy of that letter should be kept in the child's health record.

The event should be recorded in the incident book and Care Inspectorate Wales (CIW) should be informed.

#### **ANNEX A- EMERGENCY SALBUTAMOL INHALER POLICY FOR**

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Legal changes were made in 2014 to enable settings such as playgroups, nurseries and schools to buy salbutamol inhalers without prescription for use in an emergency. There is no requirement to keep an inhaler; it is the choice of the cylch / nursery if they do so.

Cylch Meithrin Meini Bach keeps a non-prescription salbutamol inhaler for use in an emergency.

The emergency inhaler package includes:

- A measured-dose salbutamol inhaler;
- At least two single use plastic spacers, suitable for use with the inhaler;
- Instructions on how to use the inhaler and spacer device;
- Instructions on cleaning and storing the inhaler;
- The manufacturer's information;
- Checklist of inhalers, identified by their batch number and expiration date, with monthly recorded checks that they are working correctly;
- Note of the arrangements for replenishing the inhaler and spacer device (see below);
- A copy of the asthma register, which lists those who have permission to use the emergency inhaler;
- An administrative record (i.e. when the inhaler use, how many puffs)



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It is the responsibility of Miss Mari Lanchbury and Miss Catrin Watkins to ensure:

- That the inhaler and the separation devices are present, that they are working and that the inhaler contains a sufficient number of puffs (check on a monthly basis)
- That the batch numbers of the inhalers are recorded, and that new inhalers be acquired as expiration dates approach;
- That new separation devices are available once the old ones are used;
- That the inhaler mouthpiece has been cleaned, dried and returned to the storage location after use, or that a new inhaler is available if necessary.

#### **USE OF THE EMERGENCY SALBUTAMOL INHALER**

The Cylch's emergency salbutamol inhaler can be used if the child's personal respirator is not available (for example it is empty or forgotten).

#### **Only children who have:**

1. Received an asthma diagnosis and have a prescribed relief inhaler OR children who have received a prescribed relief inhaler

#### **AND**

2. the parent has given written permission for the emergency inhaler to be used, can receive the Cylch's salbutamol treatment

The Cylch keeps a current register of children diagnosed with asthma/ and those who have received a prescribed relief inhaler.

This register is kept here: Class information board

This register is kept with a 'salbutamol inhaler' and a circle separation device here: **N/A**

In the event of a sudden asthma attack, the Asthma Procedure should be followed (see Appendix B).

#### **Steps to follow after using the Cylch's salbutamol inhaler**

You must record:

- 1 Date/time/location when it was used
- 2 How many puffs of the inhaler was given and was a separator used? (Was the child given the separator to keep? The Cylch should not re-use it)



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- 3 Details of the asthma attack, what happened, did the child go home / receive medical attention / were parents informed ... etc.

#### **The emergency inhaler – storage and usage guide**

- The emergency inhaler will be stored at the appropriate temperature (under 30 °C) and protected from direct sunlight and extreme temperatures
- The emergency inhaler will be stored separately from the children's inhalers and in a place that isn't under lock and key.
- The mouthpiece of the inhaler will be cleansed following the manufacturer's instructions and re-used.
- Breathing spacers will be given to the child who uses it.
- Only staff trained in the use of inhalers are able to administer the salbutamol medication.
- Mudiad Meithrin will need to be informed that you are storing and using a salbutamol inhaler for the purposes of Indemnity Insurance.

Additional information and further guidance is available here. You will find short videoclips and detailed guidance on every aspect of managing asthma on the website for AsthmaUK.

<http://www.asthma.org.uk/advice>

<http://www.asthma.org.uk/advice-diagnosis-children>

<http://www.asthma.org.uk/advice-using-inhalers>

Standard 11, National Minimum Standards for Regulated Child Care for children up to 12 years old:

<https://careinspectorate.wales/sites/default/files/2018-01/160411regchildcareen.pdf>



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## PAN MAE PLENTYN YN CAEL PWL O ASTHMA

### *IF A CHILD HAS AN ASTHMA ATTACK*

- 1 Rhowch help i'r plentyn eistedd yn syth ag aros yn dawel a digynnwrf
- 2 Rhowch help i'r plentyn gymryd pwff o'r lliniarydd (glas fel arfer) bob 30-60 eiliad, hyd at 10 pwff (defnyddiwch ddyfais wahanu os oes un gennyh)
- 3 Galwch 999 am ambiwlans os:
  - Nad ydynt yn dechrau gwella ar ôl 10 pwff
  - Mae eu symptomau yn gwaethygu e.e. peswch, fyr eu hanadl, gwichian, brest yn dynn, poen bol / brest
  - Rydych yn dal i boeni
- 4 Ail-adroddwch Cam 2 os yw'r ambiwlans yn cymryd hirach na 15 munud

### If a child under 12 has an asthma attack

- 1 Help them sit up straight and keep calm.
- 2 Help them take one puff of their reliever inhaler (usually blue) every 30-60 seconds up to 10 puffs.
- 3 Call 999 for an ambulance if:
  - they don't feel better after 10 puffs
  - their symptoms get worse - e.g. cough, breathlessness, wheeze, tight chest or 'tummy/chest ache'
  - you're worried at any time.
- 4 Repeat step 2 if the ambulance takes longer than 15 minutes.



[www.asthma.org.uk](http://www.asthma.org.uk)





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Bydd **Cylch Meithrin Meini Bach** yn dilyn y polisi hwn a'i addasu yn ôl yr angen a'i adolygu yn flynyddol.

Bydd **arweinydd Cylch Meithrin Meini Bach** yn sicrhau fod pob aelod o staff yn deall y polisi hwn.

Bydd **Cylch Meithrin Meini Bach** yn sicrhau bod rhieni a gofalwyr yn gwybod am y polisi hwn trwy gymryd y camau canlynol:

1. Rhoi'r polisi ar wefan y cylch
2. Rhoi copi o'r polisi mewn cyntedd neu fan ble gall pobl ei weld

#### **ADOLYGWYD GAN**

#### **DYDDIAD**

(Enw)	(Llofnod)	(Pryd)
<i>Mari Lanchbury</i>	<i>M.LANCHBURY</i>	<i>15.6.22</i>

*(Awgrymir eich bod yn adolygu eich polisi yn flynyddol a hysbysu AGC, lle bo hynny'n berthnasol, os ydych wedi gwneud newidiadau iddo.)*



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Mae'r polisi hwn wedi ei ddiweddarau ar gyfer cyfnod pan fo perygl oddi wrth feirws COVID - 19. Mae'r Atodiadau, a ddangosir mewn gwyrdd, yn orfodol ac yn cymryd blaenoriaeth dros bolisi blaenorol y Cylch Meithrin / Meithrinfa lle ceir newid arferiad. Byddwn yn cyfeirio hefyd at ein Aseiad Risg COVID - 19 ynghyd â'n restr wirio COVID – 19

### **Grwpiau o bobl â lechyd Bregus**

**Canllawiau ar ddiogelu pobl a ddiffinnir ar sail feddygol fel rhai eithriadol o agored i niwed yn glinigol sgil y coronafeirws (COVID-19) – y cynllun 'gwarchod' gynt [HTML] | LLYW.CYMRU**

### **Beth sydd wedi newid?**

Gan fod achosion o'r feirws yng Nghymru wedi lleihau'n sylweddol, mae'r Prif Swyddog Meddygol wedi datgan bod y mesurau gwarchod oedd ar waith ers 22 Rhagfyr 2020 wedi darford. Mae hyn yn golygu,:

- y cewch fynd i'ch gwaith, os na allwch weithio gartref, cyhyd â bod y busnes yn ddiogel o ran COVID-19 (wedi cymryd camau rhesymol i leihau'r risg i weithwyr)
- y caiff plant sydd wedi bod yn gwarchod eu hunain fynd yn ôl i'r cylch
- dylai pobl ar y Rhesr Gwarchod Cleifion dilyn yr un rheolau â gweddill y boblogaeth yng Nghymru, ond fe'u cynghorir hefyd i gymryd rhagofalon ychwanegol i gadw eu hunain yn ddiogel rhag y coronafeirws.

Mae rhestr o'r rhai a ystyrir yn eithriadol agored i niwed yn y canllawiau diogelu

### **Brechlyn COVID-19**

Mae pawb ar y Rhestr Gwarchod Cleifion (16 a throsodd) wedi cael cynnig brechlyn rhag COVID-19.

Cyfeiriwch os gwelwch yn dda at bolisi brechu ymarferwyr y cylch am ragor o wybodaeth am ddaliadau'r cylch am frechu ymarferwyr

### **Gwaith a chyflogaeth**

Cewch ddychwelyd i'r gwaith os yw'ch gweithle yn ddiogel o ran COVID-19.

Wrth gynllunio i ddychwelyd i'r gwaith, byddai'n ddoeth siarad â'ch cyflogwr mor gynnar â phosibl ynglŷn â sut y mae gweithwyr yn cael eu cadw'n ddiogel.



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Dylai'ch cyflogwr eich helpu i ddychwelyd i'r gwaith yn ddiogel a rhaid iddynt gymryd pob mesur rhesymol i leihau'r risg o ddod i gysylltiad â'r coronafeirws drwy sicrhau bod pellter o 2m yn cael ei gadw rhwng gweithwyr yn eich gweithle (os na allwch weithio gartref).

Dylech gwblhau Aseiad Risg gyda'ch cyflogwr i helpu ystyried eich ffactorau risg personol ar gyfer Coronafeirws (COVID-19). Mae'r **adnodd** yma'n eich helpu chi i ystyried eich ffactorau risg personol ar gyfer COVID-19 ac yn argymhell sut gallwch aros yn ddiogel.

Gan fod y cyngor gwarchod wedi dod i ben ni fydd pobl sydd wedi bod yn gwarchod eu hunain yn gymwys mwyach am Dâl Salwch Statudol ar sail y cynghori i ddilyn mesurau gwarchod. Fodd bynnag, os yw eich meddyg wedi dweud na ddylech ddychwelyd i'r gwaith oherwydd eich cyflwr iechyd, bydd angen iddo roi nodyn ffitrwydd i chi at ddibenion hawlio Tâl Salwch Statudol.

Os Ydych yn cael eich cynghori i beidio a mynychu'r gweithle, fe allech fod yn gymwys i dderbyn Tâl Salwch Statudol. Gellir defnyddio'r llythyrau a anfonwyd at y rhai ar y rhestr cleifion sy'n gwarchod, fel tystiolaeth i hawlio Tâl Salwch Statudol.

Mae cyngor penodol ar unrhyw faterion a hefyd ar hawliau cyflogaeth ar gael drwy fynd ar **wefan Acas** neu ffonio llinell gymorth Acas, 0300 123 1100.

Os ydych yn teimlo bod eich cyflogwr, neu rywun sy'n darparu gwasanaeth ichi, wedi'ch trin yn annheg mae'r Gwasanaeth Cynghori a Chymorth Cydraddoldeb (EASS) yn cynnig gwasanaeth cynghori am ddim. Mae'r gwasanaeth ar gael drwy ffonio 0808 800 0082, drwy ffôn testun 0808 800 0084 neu ar y **wefan Gwasanaeth Cynghori ar Chymorth Cydraddoldeb**.

Os oes gennych bryderon ynghylch eich iechyd a'ch diogelwch yn y gwaith, gallwch eu codi gydag unrhyw gynrychiolydd o'r undeb llafur sy'n gyfrifol am ddiogelwch, neu gyda'r sefydliad sy'n gyfrifol am orfodaeth yn eich gweithle, naill ai'r Awdurdod Gweithredol Iechyd a Diogelwch neu'ch awdurdod lleol.

Rhaglen cymorth cyflogaeth sy'n cael ei hariannu'n gyhoeddus yw Mynediad at Waith. Ei nod yw ceisio helpu mwy o bobl anabl i ddechrau gweithio neu i barhau i weithio. Gall ddarparu cymorth ymarferol ac ariannol i bobl sydd ag anabledd neu gyflwr iechyd corfforol neu feddyliol hirdymor. Gall darparu cymorth pan fo angen help neu addasiadau ar rywun y tu hwnt i addasiadau rhesymol.

I gael rhagor o wybodaeth am y rhaglen Mynediad at Waith:

- ewch i **Mynediad at Waith (ar GOV.UK)**
- ffoniwch y llinell gymorth Mynediad at Waith ar 0800 121 7479



## Cylch Meithrin Meini Bach

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I gael gwybodaeth am y cymorth ariannol sydd ar gael i chi, ewch i'r **wefan ar ddeall y credyd cynhwysol (ar GOV.UK)**

#### **Plant a phobl ifanc**

Gan fod ein dealltwriaeth o COVID-19 wedi cynyddu, mae tystiolaeth yn dangos ei fod yn annhebygol iawn y gall plant a phobl ifanc fod yn ddifrifol sal trwy Covid19, hyd yn oed os oes salwch yn neu ofynion meddygol eraill ganddynt. O ganlyniad, mae 4 llywodraeth y Deyrnas Unedig wedi cytuno na fydd plant a phobl ifanc ( o dan 18) yn cael eu hystyried yn 'fregus' ac ni fyddent ar y rhestr gwarchod o Awst 2021 [Guidance on protecting people defined on medical grounds as clinically extremely vulnerable from coronavirus \(COVID-19\) – previously known as 'shielding' \[HTML\] | GOV.WALES](#)

#### **Staff neu blant mewn 'mwy o berygl'**

Yng nghyd-destun COVID-19, mae unigolion sydd mewn 'mwy o berygl' yn wynebu risg uwch o salwch difrifol yn sgil COVID-19. Mae'r categori hwn yn cynnwys pobl dros 70 oed, menywod beichiog a'r rheini sydd ag amrywiaeth o gyflyrau iechyd cronig. Gall staff gynnal hunanasesiad drwy adnodd asesu risg Covid-19 ar gyfer y gweithlu. (isod) Bydd yr adnodd yn helpu i nodi'r camau y gellir eu cymryd. Dylai pob lleoliad barhau i gynnal asesiadau risg a rhoi mesurau rheoli ar waith i leihau'r risgiau hynny, fel golchi dwylo'n rheolaidd, hylendid arwynebau, a systemau unffordd.

Dylai pob merch feichiog (ar unrhyw gam o'r bechiogrwydd) gynnal asesiad risg unigol. Mae hyn oherwydd y gallai menywod beichiog fod yn arbennig o agored i niwed oherwydd gallai eu rhoi mewn mwy o berygl o salwch difrifol o goronafirws a dylai ddilyn y **canllawiau cenedlaethol diweddaraf. [Coronavirus \(COVID-19\): advice for pregnant employees - GOV.UK \(www.gov.uk\)](#)**

#### **Adnodd asesu risg COVID-19 Cymru gyfan ar gyfer y gweithlu**

Datblygwyd yr Adnodd Asesu Risg ar gyfer staff iechyd a gofal cymdeithasol y bernir eu bod yn agored i niwed neu'n wynebu risg uwch, waeth beth fo'u hethnigrwydd.

Mae'r adnodd hwn: **<https://llyw.cymru/adnodd-asesu-risg-covid-19-ar-gyfer-y-gweithlu>** yn asesu ffactorau risg unigol. Fe'i addaswyd i'r sector gofal plant/addysg. Bydd y Cylch / Feithrinfa yn defnyddio'r adnodd hwn i helpu aelodau o staff i ystyried eu statws iechyd a lles eu hunain, a helpu gweithwyr a chyflogwyr i nodi, asesu a thrafod y risgiau a'r camau y gallant eu cymryd i'w lliniaru.

**<https://www.asthma.org.uk/coronavirus>**



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#### **ASTHMA**

Asthma yw'r cyflwr cronig mwyaf cyffredin ymhlith plant, ac mae'r cyfraddau asthma yng Nghymru ymysg y cyfraddau uchaf yn y byd – mae'n effeithio ar un o bob naw o blant<sup>4</sup>.

Mae'n hollbwysig bod staff y Cylch Meithrin yn gwybod sut i ofalu am blant sydd yn dioddef asthma. Mae asthma'n gyflwr hir-dymor sydd yn effeithio ar diwbiau bach yn yr ysgyfaint a elwir yn llwybrau anadlu. Rhain sydd yn cludo aer mewn ag allan o'r corff. Os oes gan blentyn asthma, mae eu llwybrau anadlu yn dueddol o chwyddo a mynd yn goch. Pan fydd plant ag asthma yn dod i gysylltiad â sbardun asthma, megis gwallt anifail anwes, pail, feirws ayyb., gall eu llwybrau anadlu gulhau gan ei gwneud yn anodd i anadlu. Gall y cyflwr amrywio o beswch achlysurol i symptomau difrifol gallai beryglu bywyd.

#### **Hawliau Plant**

Mae sicrhau cydraddoldeb ac amrywiaeth yn rhan o sicrhau fod y Cylch Meithrin / Meithrinfa Ddydd yn parchu hawliau plant sydd yng Nghonfensiwn y Cenhedloedd Unedig ar Hawliau Plant, yn benodol:

- Erthygl 3: Dylai pob sefydliad sy'n ymwneud â phlant weithio at yr hyn sydd orau i bob plentyn.
- Erthygl 6: Mae gan bob plentyn hawl i fyw. Dylai llywodraethau ofalu fod plant yn goroesi ac yn datblygu'n iach.
- Erthygl 15: Mae gan blant yr hawl i gydgyfarfod ac ymuno gyda grwpiau a sefydliadau, onid yw hyn yn cadw pobl eraill rhag mwynhau eu hawliau.
- Erthygl 24: Mae gan blant yr hawl i ofal iechyd o ansawdd da ac i ddŵr glân, bwyd maethlon ac amgylchedd glân iddyn nhw gadw'n iach.
- Erthygl 29: Dylai addysg ddatblygu personoliaeth a thalent pob plentyn yn gyflawn. Dylai annog plant i barchu eu rhieni, a'u diwylliant nhw ac eraill.

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<sup>4</sup> Canllawiau ar y defnydd o salbutamol brys mewn ysgolion yng Nghymru  
<http://learning.gov.wales/docs/learningwales/publications/15021-use-of-emergency-salbutamol-inhalers-guidance-cy.pdf>

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#### Achosion Asthma

Mae asthma pawb yn wahanol i'w gilydd a bydd y Cylch yn sicrhau ein bod yn gwybod beth yw achosion asthma penodol y plant yn ein gofal ble bo'n bosibl. Ymhlith yr achosion tebygol mae:

- Annwyd neu Feirws
- Ymarfer Corff
- Newid Tymheredd / Tywydd Sydyn
- Emosiynau
- Alergeddau (e.e. paill, anifeiliaid, llwch, llwydni)
- Llidyddion (e.e. mwg tybaco, llygredd cemegol)

#### Triniaeth Asthma

Mae dau brif fath o driniaeth asthma – lliniarwyr ac atalwyr. Fel arfer, mae anadlyddion lliniaru yn las ac yn cael eu cymryd gan y plentyn pan fydd symptomau asthma yn ymddangos. Maent yn ymlacio'r cyhyrau sy'n amgylchynu'r llwybrau anadlu cul, gan ei gwneud hi'n haws anadlu eto. (Mae Asthma UK yn awgrymu pe bai angen i blentyn ddefnyddio anadlydd lliniaru fyw na thair gwaith yr wythnos nid yw'r asthma wedi ei reoli yn ddigonol a dylid cael ail asesiad clinigol)

Mae anadlyddion atal yn gallu bod yn frown, weithiau lliwiau arall, ac mae angen eu cymryd bob dydd, hyd yn oed os yw'r plentyn yn teimlo'n dda, gan eu bod yn lleihau'r chwydd yn y llwybrau anadlu. Mae hyn yn golygu bod y plentyn yn llai tebygol o ymateb yn wael pan fyddant yn dod i gysylltiad â sbardun asthma. Mae rhai ffyrdd arall o reoli asthma mewn plant fel tabledi / gronynnau (montelukast) a gwrth-histaminau. Ni fydd anadlyddion atal yn gwella anadlu os oes pwl o asthma difrifol yn taro yn sydyn.

Mae angen i'r rhan fwyaf o blant dan bump oed ddefnyddio dyfais wahanu (spacer) i'w helpu i gymryd eu hanadlydd yn effeithiol. Mae'r dyfeisiad plastig mawr yma, wedi'i siapio fel botel plastig. Ar un pen, mae agoriad i'r geg, ac ar y llall mae twll i'r anadlydd ffitio. Mae dyfais wahanu yn hwyluso defnyddio o anadlyddion a sicrhau bod y plentyn yn cael y swm cywir o feddyginiaeth i'r ysgyfaint. Os yw'r plentyn o dan dair, efallai y byddant yn defnyddio masg wyneb.

Gwnaed newidiadau cyfreithiol<sup>5</sup> yn 2014 i alluogi lleoliadau fel cylchoedd meithrin, meithrinfeydd ag ysgolion i brynu anadlyddion salbutamol, heb bresgripsiwn i'w defnyddio mewn achosion brys. Os bydd eich Cylch yn cadw anadlydd brys o dan y trefniant hwn mae angen i chi fabwysiadu Atodiad A - Polisi **ANADLYDD SALBUTAMOL BRYD CYLCH MEITHRIN** fel rhan o'r polisi hwn.

Bydd y cylch yn:

- rhoi cyfle i bob plentyn ag asthma gymryd rhan lawn yng ngweithgareddau'r cylch.

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<sup>5</sup> [http://www.legislation.gov.uk/uksi/2014/1878/pdfs/uksi\\_20141878\\_en.pdf](http://www.legislation.gov.uk/uksi/2014/1878/pdfs/uksi_20141878_en.pdf)

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- sicrhau bod holl amgylchedd y cylch, gan gynnwys yr amgylchedd ffisegol, cymdeithasol, addysgol a'r gweithgareddau yn addas i blant ag asthma, e.e. yn enwedig wrth ymdrin ag anifeiliaid anwes.
- holi'r rhieni/gofalwyr/gwarcheidwaid am symptomau asthma eu plant, sut y gellir adnabod fod symptomau yn ymddangos neu yn gwaethygu a beth sy'n debygol o achosi pwl o asthma. Dylid hefyd holi sut i gynorthwyo'r plentyn i gymryd y moddion lliniaru, e.e. os yw'r plentyn yn defnyddio gwahanwyr (spacers). Dylid sicrhau bod pob aelod o staff yn ymwybodol o'r wybodaeth a roddir gan y rhieni/gofalwyr/gwarcheidwaid. Gellir trafod gyda rhieni os oes gan y plentyn gynllun asthma chadw copi o hwn yn y Cylch. Mae templed o gynllun asthma allai fod o ddefnydd i chi wrth drafod gyda rhieni ar wefan AsthmaUK.<sup>6</sup>
- Cyfrifoldeb (rhowch enwau) Miss Mari Lanchbury a Miss Catrin Watkins fydd:
  1. Cadw cofnod penodol o bob plentyn ag asthma, a'r moddion y maent yn ei gymryd ynghyd â chofnod o'r arweiniad a roddir gan rieni. Dylid diweddarau'r cofnod yn rheolaidd.
  2. Sicrhau bod moddion lliniaru o fewn eu dyddiad terfyn.
  3. Sicrhau bod pob aelod o staff wedi derbyn hyfforddiant addas ar y dull cywir o roi'r moddion. Dylai staff ddefnyddio'r wefan hon (<https://www.asthma.org.uk/advice/inhalers-medicines-treatments/using-inhalers/>) a gymeradwywyd gan arbenigwyr meddygol. Gall staff hefyd ofyn i rieni / gofalwyr / gwarcheidwaid, neu, os oes angen, feddyg neu berson cymwys arall. Dylid tystio hyn ar ffurflen MI a sicrhau bod yr hyfforddiant yn cael ei ddiweddarau unwaith y flwyddyn
  4. Deall bod pob plentyn ag asthma angen cymorth yn ddiymdroi i allu defnyddio anadlyddion lliniaru bob amser. O'r herwydd ni ddylai'r anadlyddion lliniaru gael eu cadw dan glo, a dylai **pob** aelod o staff wybod ym mhle y cedwir hwy. Sicrhewch fod mynediad i'r anadlydd ar gael bob amser e.e. ar ymweliadau y tu allan i'r Cylch
  5. Sicrhau bod gan y cylch foddion, anadlydd lliniaru a gwahanwr sbâr wedi eu labelu ar gyfer pob plentyn unigol sydd eu hangen. Rhaid i'r rhiant/gofalwr/gwarcheidwad labelu pob moddion, anadlydd a gwahanwr gydag enw'r plentyn arno.
  6. Sicrhau bod proses gadarn ar waith fel y rhoddir gwybod i rieni / gofalwyr / gwarcheidwaid bob tro mae'r plentyn wedi dangos symptomau asthma neu wedi gorfod defnyddio meddyginiaeth i liniaru'r cyflwr tra yn y Cylch. Dylai rhieni / gofalwyr / gwarcheidwaid hysbysu os yw'r plentyn yn sâl neu wedi defnyddio anadlyddion lliniaru tu allan i'r Cylch.
  7. Gweithio mewn partneriaeth â holl staff y cylch, rhieni/gofalwyr, meddygon a nyrsys, i sicrhau bod y polisi yn cael ei weithredu a'i gynnal yn llwyddiannus.
  8. Cadw Cofrestr Asthma gydag anadlwyr y plant fel bod manylion ar gael yn gyflym o bob plentyn sydd yn dioddef asthma yn y Cylch a pha foddion maent ei angen a phryd.

<sup>6</sup> <https://www.asthma.org.uk/globalassets/health-advice/resources/children/child-asthma-action-plan.pdf>



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#### **Pyliau Asthma (Attack)**

Bydd staff y Cylch yn gwybod sut i adnabod pwl o asthma, a bydd staff y Cylch ymateb yn gyflym oherwydd gallai'r pwl asthma ddirywio yn gyflym.

Gallai arwyddion cynnar o bwl o asthma gynnwys:

- Pesychu cyson (wrth orffwys)
- Prinder anadl neu anhawster i anadlu (gallai'r plentyn fod yn anadlu'n gyflym gydag ymdrech)
- Ffroenau llydan (y ffroenau yn symud wrth anadlu)
- Methu siarad neu gwblhau brawddegau
- Efallai y byddant yn ceisio dweud wrthyhch bod eu brest 'yn teimlo'n dynn' (gallai plant iau fynegi hyn fel poen bol)
- Bod yn anarferol o dawel
- Y gwefusau yn troi yn las

Os bydd plentyn yn dioddef pwl sydyn o asthma mi fydd staff y Cylch yn: **(gweler Atodiad B)**

- 1 Rhowch help i'r plentyn eistedd yn syth ag aros yn dawel a di-gynnwrf
- 2 Rhowch help i'r plentyn gymryd pwff o'r lliniarydd (glas fel arfer) bob 30-60 eiliad, hyd at 10 pwff (defnyddiwch ddyfais wahanu os oes un gennyhch)
- 3 Galwch 999 am ambiwlans os:
  - Nad ydynt yn dechrau gwella ar ôl 10 pwff
  - Mae eu symptomau yn gwaethygu e.e. peswch, fyr eu hanadl, gwichian, brest yn dynn, poen bol / brest
  - Rydych yn dal i boeni
- 4 Ail-adroddwch Cam 2 os yw'r ambiwlans yn cymryd hirach na 15 munud

Galwch 999 yn syth os nad oes lliniarwr gyda chi.

Os oes rhaid i chi fynd i'r ysbyty cofiwch fynd a chynllun asthma'r plentyn gyda chi (hyd yn oed os mae llun ohono sydd gennyhch)

#### **Hysbysu Rhieni**

Rhaid hysbysu o leiaf un rhiant neu berson â chyfrifoldeb rhiant yn syth. Dylid hefyd darparu hysbysiad ysgrifenedig iddynt yn dilyn pwl asthma er mwyn i'r rhiant allu



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trosglwyddo gwybodaeth i feddyg y plentyn. Dylid cadw copi o'r llythyr hwnnw yng nghofnod iechyd y plentyn.

#### **Cofnodi'r Digwyddiad:**

Bydd angen cofnodi

- 1 Dyddiad / amser / lleoliad y digwyddiad a phryd defnyddiwyd meddygyniaeth
- 2 Sawl pwff o'r anadlydd a roddwyd a chan bwy? A ddefnyddiwyd dyfais wahanu? ( a roddwyd y ddyfais wahanu i'r plentyn gadw wedyn? Ni ddylai'r Cylch ei ail-ddefnyddio)
- 3 Manylion y pwl o asthma, beth ddigwyddodd, oedd y plentyn wedi mynd gartref / derbyn sylw meddygol / hysbyswyd y rhieni... ac ati

Dylid cadw copi o hwn yng nghofnod iechyd y plentyn.

Dylid cofnodi'r digwyddiad yn llyfr digwyddiadau ag hysbysu Arolygaeth Gofal Cymru (AGC).

#### **ATODIAD A – POLISI ANADLYDD SALBUTAMOL BRYD**

##### **Cylch Meithrin Meini Bach**

Gwnaed newidiadau cyfreithiol<sup>7</sup> yn 2014 i alluogi lleoliadau fel cylchoedd meithrin, meithrinfeydd ag ysgolion i brynu anadlyddion salbutamol, heb bresgripsiwn i'w defnyddio mewn achosion brys. Nid yw'n ofynnol i gadw anadlydd, mater dewisiol ydyw os yw'r cylch / meithrinfa yn dymuno gwneud.

Mae Cylch Meithrin Meini Bach yn cadw anadlydd salbutamol, heb bresgripsiwn i'w ddefnyddio mewn achosion brys.

Bydd y pecyn anadlydd brys yn cynnwys:

- anadlydd gyda dos mesuredig o salbutamol;
- o leiaf dwy ddyfais wahanu blastig defnydd unigol, sy'n addas ar gyfer yr anadlydd;
- cyfarwyddiadau ar sut i ddefnyddio'r anadlydd a'r ddyfais wahanu;
- cyfarwyddiadau ar lanhau a storio'r anadlydd;
- gwybodaeth y gwneuthurwr;
- rhestr wirio o anadlwyr, wedi'u nodi gan eu rhif swp a'u dyddiad dod i ben, gyda gwiriadau misol eu bod yn gweithio yn cael eu cofnodi;
- nodyn o'r trefniadau ar gyfer ailgyflenwi'r anadlydd a'r ddyfais wahanu (gweler isod);

<sup>7</sup> [http://www.legislation.gov.uk/uksi/2014/1878/pdfs/uksi\\_20141878\\_en.pdf](http://www.legislation.gov.uk/uksi/2014/1878/pdfs/uksi_20141878_en.pdf)



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- copi o'r gofrestr asthma, sy'n rhestru'r rhai sydd â chaniatâd i ddefnyddio'r anadlydd brys;
- cofnod gweinyddol (h.y. pryd y cafodd yr anadlydd ei ddefnyddio, sawl pwff).

Cyfrifoldeb Miss Mari Lanchbury a Miss Catrin Watkins fydd sicrhau:

- yn fisol bod yr anadlydd a'r dyfeisiau gwahanu yn bresennol ac yn gweithio, a bod nifer ddigonol o byffiau yn yr anadlydd;
- bod rhifau swp yr anadlwyr yn cael eu cofnodi, a bod anadlwyr newydd yn cael eu caffael pan fydd y dyddiadau dod i ben yn agosáu;
- bod dyfeisiau gwahanu newydd ar gael ar ôl i rai gael eu defnyddio;
- bod darn ceg yr anadlydd wedi'i lanhau, ei sychu a'i ddychwelyd i'r lleoliad storio ar ôl ei ddefnyddio, neu bod anadlwyr newydd ar gael os bydd angen.

#### **DEFNYDD O'R ANADLYDD SALBUTAMOL BRYD**

Gellir defnyddio anadlydd salbutamol brys y Cylch os nad yw anadlydd personol y plentyn ar gael (er enghraifft mae'n wag neu maent wedi ei anghofio).

#### **Dim ond plant sydd wedi:**

1. Derbyn diagnosis o asthma ac sydd wedi derbyn anadlydd lliniaru rhagnodedig NEU blant sydd wedi derbyn anadlydd lliniaru rhagnodedig

#### **AC**

2. mae'r rhiant wedi rhoi caniatâd ysgrifenedig i ddefnyddio'r anadlydd brys,

sydd yn gallu derbyn triniaeth salbutamol y Cylch.

Mae'r Cylch yn cadw cofrestr cyfredol o'r plant sydd wedi derbyn diagnosis asthma / sydd wedi derbyn anadlydd lliniaru rhagnodedig.

Cedwir y gofrestr hon yn y fan hon: Bwrdd gwybodaeth staff

Cedwir y gofrestr hon gydag 'anadlydd salbutamol' a dyfais wahanu y cylch yn y fan hon: N/A

Mewn achos o bwl asthma sydyn dylid dilyn y weithdrefn Asthma (Atodiad B)

#### **Camau i'w dilyn ar ôl defnyddio anadlydd salbutamol y Cylch**

Rhaid cofnodi:

- 1 Dyddiad / amser / lleoliad pryd y cafodd ei ddefnyddio



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- 2 Sawl pwff o'r anadlydd a roddwyd a chan bwy ac a ddefnyddiwyd dyfais wahanu? ( a roddwyd y ddyfais wahanu i'r plentyn gadw wedyn? Ni ddylai'r Cylch ei ail-ddefnyddio)
- 3 Manylion y pwl o asthma, beth ddigwyddodd, oedd y plentyn wedi mynd gartref / derbyn sylw meddygol / hysbyswyd y rhieni... ac ati

#### **Yr anadlydd brys – canllaw storio a defnydd**

- Bydd yr anadlydd brys yn cael ei storio ar y tymheredd priodol (o dan 30°C) a'i ddiogelu rhag golau haul uniongyrchol a thymheredd eithafol
- Bydd yr anadlydd brys yn cael ei storio ar wahân i anadlyddion y plant ac mewn lle sydd ddim o dan glo.
- Bydd darn ceg yr anadlydd yn cael ei lanhau gan ddilyn cyfarwyddiadau'r gwneuthurwr a'i ail ddefnyddio
- Bydd gwahanwyr anadlu yn cael eu rhoi i'r plentyn a ddefnyddiodd ef
- Dim ond staff wedi ei hyfforddi mewn defnydd anadlyddion sydd yn cael rhoi'r feddyginiaeth salbutamol
- Bydd angen hysbysu Mudiad Meithrin eich bod yn storio a defnyddio anadlydd salbutamol penodol i'r Cylch at bwrpasau Yswiriant Indemniad

Ceir hyd i wybodaeth ychwanegol a chanllawiau pellach yma. Mae ffilmiau byr a chanllawiau manwl ar bob agwedd o ddelio gydag asthma gan y mudiad AsthmaUK.

<http://www.asthma.org.uk/advice>

<http://www.asthma.org.uk/advice-diagnosis-children>

<http://www.asthma.org.uk/advice-using-inhalers>

Safon 11 Safonau Gofynnol Cenedlaethol ar gyfer Gofal Plant a Reoleiddir i blant hyd at 12 oed

<https://arolygiaethgofal.cymru/sites/default/files/2018-01/160411regchildcarecy.pdf>