

Asthma Management Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school on 9802 0663 for support.

Purpose

This school recognises that students diagnosed with asthma need to be supported. Anyone with Asthma can have a severe attack, even those with mild Asthma. The school has a duty of care to have an understanding of Asthma and what can trigger it in individual students, as well as provide support, and treatment if it is required.

The Asthma Management policy:

- Provides a safe and supportive environment in which students at risk of Asthma can participate equally in all aspects of the student's schooling
- Raises awareness about Asthma and the school's Asthma Management Policy in the school community
- Engages with parents/carers of students at risk of asthma in assessing risks, develop risk minimisation strategies and management strategies for the student
- Ensures that each staff member has adequate knowledge about Asthma and the school's policy and procedures in responding to a student suffering Asthma.

Guidelines

The school must have for each student diagnosed with Asthma:

- A written Asthma Care Plan/Student Health Support Plan
- Students who have been diagnosed with Asthma require asthma medication and relevant equipment to be available to them at all times at school and during all school activities
- Students will need to have their medication available to them at any time as they may need to use it without prior warning
- Information about students diagnosed with asthma risk will be communicated to all staff
- All staff must know the emergency procedure in the event of an Asthma attack
- Casual replacement staff will be alerted to those students in the class with special medical needs including asthma. A photo of the student together with relevant information will be included in the handbook for casual replacement staff (located in the Staff Handbook on the teacher's desk)
- Strategies to reduce risk of exposure to Asthma triggers will be discussed between students, staff and parents
- The first aid coordinator will keep all information regarding students at risk up to date and annually review the Asthma Care Plans
- All staff with a duty of care for students will be trained to assess and manage an asthma emergency and will complete an Asthma Education session at least every three years. Some staff may be directed to complete the Emergency Asthma Management course
- Regular updates related to students with Asthma will be communicated to staff at the beginning of each term and at weekly briefings when appropriate

- All staff will be given information about students who have been diagnosed with Asthma and what may trigger their Asthma
- School will follow advice and warnings from the department's Emergency Management Division associated with a potential thunderstorm asthma event.

Policy

- All school staff will be responsible for the implementation of the Asthma Policy
- Asthma medication must be taken by students to all school camps, sporting events, excursions and other special events
- The school should additionally ensure that enough Asthma emergency kits are available for the camp or excursion needs
- The student's parent/carer is responsible for ensuring that the Asthma Care Plan is kept up-to-date
- Parents of students diagnosed with Asthma should encourage their child to learn how to manage their Asthma including recognising know triggers.

The Asthma Care Plan

The Asthma Care Plan should be:

- Completed by the student's medical/health practitioner in consultation with the parents/carers
- Provided annually by the doctor to the parents/carers and in turn the parents/carers to the school
- The plan must include:
 - The prescribed medication taken:
 - on a regular basis
 - as premedication to exercise
 - if the student is experiencing symptoms
 - Emergency contact details
 - Business contact details of the student's medical/health practitioner
 - Details about deteriorating asthma including:
 - signs to recognise worsening symptoms
 - what to do during an attack
 - medication to be used
 - An asthma first aid section and should -specify no less than 4 separate puffs of blue reliever medication, with 4 breaths taken per puff every 4 minutes using a spacer if possible.

Asthma Medication and Equipment

- Students with diagnosed with asthma should always carry or have available in the school office, appropriate medication and/or equipment
- Parents/carers are responsible for providing an adequate supply of the appropriate medication at school or for the use of the student if they are going away overnight. If the student carries their own medication parents are responsible for regularly checking the expiry date of that medication
- Parents/carers should complete the Asthma Foundation's School Camp and Excursion Medical Update Form and the Department's Confidential Medical Information for School Council Approved School Excursion
- The school shall have available at least two asthma emergency first aid kits including a metered dose inhaler of reliever medication (e.g.Ventolin) and a spacer devise (volumatic) for emergency treatment

- Inhalers of reliever medication and spacers held in the school office should be checked every 6 months by the First Aid Co-ordinator
- Parents may provide a nebuliser pump and be prepared to administer this for their child's use when:
 - The treating doctor verifies that medication can only be delivered effectively through a nebuliser.
 - Parents provide their own nebuliser, mask, bowl and tubing and are responsible for this equipment
- In extenuating circumstances parents/carers may negotiate with the Principal or First Aid Co-ordinator for Staff to administer asthma medication with a nebuliser providing the parents/guardian supply their own equipment and are responsible for its maintenance.
- **If medication is to be stored at School**
 - Parents/carers must provide the medication and ensure that it is labelled with the name of the drug, the dosage, frequency of use and the child's name
 - Medication stored at school should be renewed when expiry date is reached. The First Aid Coordinator to be responsible for alerting parents to pending expiry date

Asthma Emergency Plan

- Parents must complete an Asthma Action Plan for all students that have been diagnosed with Asthma. There are sections of the plan that will need to be completed by the family doctor
- All Asthma Action Plan should be reviewed annually by student's general practitioner (GP) and should contain:
 - The prescribed medication taken and when it is to be administered
 - Emergency contact details
 - Contact details of student's medical or health practitioner
 - Details about deteriorating asthma including signs to recognise worsening symptoms, what to do during an attack or medication to be used
- Staff must follow **the Emergency Procedures – See Appendix** - in the case of an emergency situation
- An ambulance will be called for a student experiencing a severe Asthma attack if:
 - student is not breathing
 - the student is having a severe or life threatening attack
 - the student is having an asthma attack and a reliever is not available
 - staff are concern
 - at any time the student's condition suddenly worsens, or is not improving
 - the student is known to have anaphylaxis – follow their Anaphylaxis Action Plan, then give asthma first aid
- Parents will be notified should their child experience a severe Asthma attack
- All severe Asthma attacks will be documented by the school and first aid documentation processes followed – Refer to First Aid Policy
- When on yard duty teachers are to wear a fluorescent vest, carry information related to students at high risk
- Regular training and updates will be provided for every staff member in recognising and responding appropriately to Asthma.

Communication Plan

- The Principal of the school is responsible for ensuring that a communication plan is developed to provide information to all staff, students, volunteers and parents about asthma and the school's asthma management policy
- The First Aid Officer to have regular communication with students' parents or carers about students' asthma or any changes in health, in particular, the frequency and severity of the students' asthma symptoms and use of medication at school.

Staff Training

- The principal of the school will identify and nominate staff members working with high risk students with a history of severe asthma and staff with a direct student wellbeing responsibility such as first aid officers and camp organisers to undertake accredited training recognised for Victorian schools – 10760NAT Course in Asthma Awareness or 22556VIC Course in the Management of Asthma Risks and Emergencies in the Workplace.

Resources

- This policy is underpinned by the:
 - First Aid Policy
 - Medication Policy
 - Student Engagement and Wellbeing Policy
 - Student Welfare Policy
- Appendix A : Emergency Procedures

Evaluation

The Education Sub Committee and Weeden Heights staff will review the effectiveness of the school's Asthma Management Policy on a cyclical basis in accordance with DET guidelines and priorities.

Policy Review and Approval

Policy last reviewed	2023
Consultation	Principal Staff Education Sub Committee and School Council Newsletter item to the school community
Approved by	School Council
Next scheduled review date	2027 <i>Mandatory review cycle for this policy is 3 - 4 years.</i>