

Dorset Primary School No.5132

ASTHMA MANAGEMENT POLICY AND PROCEDURE

RATIONALE:

Asthma is a chronic health condition affecting approximately 10% of Australian children and Asthma is one of the most common reasons for child admissions to hospital and missed days of school. Asthma exacerbations can commonly occur while attending schools, particularly in February and May.

BROAD AIMS

In order to meet the duty of care obligations and to ensure the health and wellbeing of all students attending, Dorset Primary School recognises the importance of staff education and the implementation of an asthma policy. The school recognises the importance of involvement and engagement with parents and carers of students. The school also recognises the ability of students to self-manage their asthma where appropriate.

GUIDELINES

1. Parents and Carers will:

- Upon enrolment, inform the school if their child has asthma
- Read the school's asthma management policy which will be provided with the enrolment pack
- Complete and sign student **Health Support Plans** as required (annually)
- Provide a signed written **Asthma Action Plan** to the school, and ensure that it is updated at least annually. This action plan must include:
 - The prescribed medication taken by the student and when it is to be administered, for example as a pre-medication to exercise or on a regular basis
 - Emergency contact details
 - The contact details of the student's medical practitioner
 - The student's known triggers
 - The emergency procedures to be taken in the event of an asthma flare-up or attack.
- Provide a School Camp or Excursion Medical Update form as required
- Provide the school with their child's reliever medication along with a spacer (required for 'puffer' medication) for all times the child is attending the school, unless the child is carrying the medication and spacer for self-management purposes
- Inform the school via writing if a parent intends for their child to self-manage their asthma and self-administer their medication (puffer only)
- Ensure that **if** their child is self-managing their asthma correctly the child carries their reliever medication and spacer on all days they are at school
- Promptly communicate all medical and health information relevant to their child to the student administration office and classroom teacher(s).
- Communicate any changes to their child's asthma or any concerns about the health of their child.

2. The school will:

- Upon enrolment at the school, obtain a written asthma plan for all students diagnosed with asthma and ensure they are updated at least annually
- Upon enrolment of a student, provide parents and carers with a copy of the school's asthma policy
- Store medical information and medications appropriately
- Ensure parent-provided Ventolin/Asmol puffers are stored in an easily accessed location in the student's classroom
- Ensure that students feel safe and supported at school
- Provide and maintain at least two asthma emergency kits (DET requirement for camps / excursions)
- Ensure that key staff (e.g. First Aid Officer, P.E. teacher) undertake Emergency Asthma Management (EAM) training as required
- Implement an asthma first aid procedure consistent with current national recommendations and all staff are aware of the asthma first aid procedure
- Ensure the whole school community (principals, staff, volunteers, parents and carers and students) are aware of their obligations and best practice management of asthma in the school setting

- Provide staff with a copy of the school's asthma management policy and ensure staff are aware of asthma management strategies upon employment at the school
- Provide asthma education and first aid training for staff as required
- Identify students with asthma during the enrolment process and provide parents and carers with a blank asthma plan to be completed and signed by the child's medical practitioner and returned to the school
- Ensure **Health Support Plans** are completed for students with asthma, in consultation with parents. These plans should include:
 - how the school will provide support for the student
 - identify specific strategies
 - allocate staff to assist the student
- Where possible, ensure that all students with asthma have a current written asthma plan (must be updated at least annually)
- Dorset will keep all **Asthma Action Plans** in relevant students' classrooms and the First Aid Office.
- Ensure a **School Camp and Excursion Medical Update** Form is completed by parents/carers for off-site activities where possible
- Ensure the parents and carers of all students with asthma provide:
 - reliever medication labelled with the student's name and
 - a spacer (and a face mask if required)
 on all days their child attends school.
- Ensure adequate provision and maintenance of asthma emergency kits for the school and that each asthma emergency kit contains reliever medication, two spacer devices, instructions outlining the first aid procedure and a record form
- Ensure that reliever medications within the asthma emergency kits are replaced regularly and have not expired, and that spacers are sterilised after each use
- Facilitate communication between management, staff, parents and carers and students regarding the school's asthma management policy and strategies
- Promptly communicate to parents and carers any concerns regarding asthma and students attending the school
- Identify and minimise, where possible, triggers of asthma symptoms for students
- Ensure that students with asthma are not discriminated against in any way
- Ensure that students with asthma can participate in all activities safely and to their fullest abilities.

3. The staff will:

- Be aware of and follow the school's asthma management policy
- Be aware of and follow the school's current asthma first aid procedure
- Be aware of students with asthma and where their medication and personal spacers are stored
- Participate in Health Support Plan completion as required
- Attend asthma education and training sessions when required
- Be aware of where to access written asthma plans, School Camp and Excursion Medical Update Forms, and asthma emergency kits
- Identify and minimise, where possible, triggers of asthma symptoms for students
- Ensure that students with asthma are not discriminated against in any way
- Ensure that students with asthma can participate in activities safely and to their fullest abilities
- Promptly communicate to the principal, parents and carers any concerns regarding asthma and students enrolled in the school.
- Store student asthma medication in their classroom's asthma tub, which is located in a place in the classroom that is known to the student and easily accessible.

4. The students will:

- Immediately inform staff if they experience asthma symptoms
- Inform staff if they have self-administered any asthma medication

Self-Managing Asthma

- Carry asthma medication and a spacer in their school bag each day
- Carry asthma medication with them at all times (if directed by parent in writing)

5. Asthma First Aid

- Written first aid instructions on the student's Asthma Action/Care Plan are to be followed when administering first aid (See attached procedures)

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Asthma emergency response plan

If a student is:

- having an asthma attack
- difficulty breathing for an unknown cause, even if they are not known to have asthma

School staff will endeavour to follow the Asthma First Aid procedures outlined in the table below. School staff may contact Triple Zero "000" at any time.

Step	Action
1.	Sit the person upright <ul style="list-style-type: none"> • Be calm and reassuring • Do not leave them alone • Seek assistance from another staff member or reliable student to locate the student's reliever, the Asthma Emergency Kit and the student's Asthma Care Plan (if available). • If the student's action plan is not immediately available, use the Asthma First Aid as described in Steps 2 to 5.
2.	Give 4 separate puffs of blue or blue/grey reliever puffer: <ul style="list-style-type: none"> • Shake the puffer • Use a spacer if you have one • Put 1 puff into the spacer • Take 4 breaths from the spacer Remember – Shake, 1 puff, 4 breaths
3.	Wait 4 minutes <ul style="list-style-type: none"> • If there is no improvement, give 4 more separate puffs of blue/grey reliever as above (or give 1 more dose of Bricanyl or Symbicort inhaler)
4.	If there is still no improvement call Triple Zero "000" and ask for an ambulance. <ul style="list-style-type: none"> • Tell the operator the student is having an asthma attack • Keep giving 4 separate puffs every 4 minutes until emergency assistance arrives (or 1 dose of Bricanyl or Symbicort every 4 minutes – up to 3 doses of Symbicort)
5.	If asthma is relieved after administering Asthma First Aid, stop the treatment and observe the student. Notify the student's emergency contact person and record the incident

Staff will call Triple Zero "000" immediately if:

- the person is not breathing
- if the person's asthma suddenly becomes worse or is not improving
- if the person is having an asthma attack and a reliever is not available
- if they are not sure if it is asthma
- if the person is known to have anaphylaxis

Training for staff

Dorset will arrange the following asthma management training for staff, during Level 2 FIRST AID COURSE, every 3 years:

Staff	Completed by	Course	Provider	Cost	Valid for
Group 2 Specific Staff	Staff working with high risk children with a history of severe asthma, or with direct student wellbeing responsibility, (including nurses, PE/sport teachers, first aid and school staff attending camp)	<i>Course in Management of Asthma Risks and Emergencies in the Workplace 22282VIC</i> (accredited) OR <i>Course in Emergency Asthma Management 10392NAT</i> (accredited)	Any RTO that has this course in their scope of practice	Paid by Dorset	3 years

Dorset will also conduct an annual briefing for staff, during FIRST AID TRAINING on:

- the procedures outlined in this policy
- the causes, symptoms and treatment of asthma
- identities of the students diagnosed with asthma

- How to use a puffer and spacer
- The location of:
 - Asthma Emergency Kits
 - Asthma medication which has been provided by parents for student use.

Dorset will also provide these procedures to casual relief staff and volunteers who will be working with students, and may also provide a briefing if the principal decides it is necessary depending on the nature of the work being performed.

Asthma Emergency Kit

Dorset will provide and maintain at least two Asthma Emergency Kits. One kit will be kept on school premises at in the First Aid Office/ Front Office and one will be a mobile kit for activities such as:

- Yard duty
- Camps and excursions.

Dorset will have an additional kit for every 300 students stored in the Front Office.

The Asthma Emergency Kit will contain:

- At least 1 blue or blue/grey reliever medication such as Airomir, Admol or Ventolin
- At least 2 spacer devices (for single person use only) to assist with effective inhalation of the blue or blue/grey reliever medication (Dorset will ensure spare spacers are available as replacements). Spacers will be stored in a dust proof container.
- Clear written instructions on Asthma First Aid, including:
 - how to use the medication and spacer devices
 - steps to be taken in treating an asthma attack
- A record sheet/log for recording the details of an asthma first aid incident, such as the number of puffs administered.

The First Aid Officer will monitor and maintain the Asthma Emergency Kits. They will:

- Ensure all contents are maintained and replaced where necessary
- Regularly check the expiry date on the canisters of the blue or blue/grey reliever puffers and place them if they have expired or a low on doses
- Replace spacers in the kits after each use (spacers are single-person use only)
- Dispose of any previously used spaces.

The blue or blue/grey reliever medication in the Asthma Emergency Kits may be used by more than one student as long as they are used with a spacer. If the devices come into contact with someone's mouth, they will not be used again and will be replaced. After each use of a blue or blue/grey reliever (with a spacer):

- Remove the metal canister from the puffer (do not wash the canister)
- Wash the plastic casing
- Rinse the mouthpiece through the top and bottom under running water for at least 30 seconds
- Wash the mouthpiece cover
- Air dry then reassemble
- Test the puffer to make sure no water remains in it, then return to the Asthma Emergency Kit.

Management of confidential medical information

Confidential medical information provided to Dorset to support a student diagnosed with asthma will be:

- Recorded on the student's file
- Shared with all relevant staff so that they are able to properly support students diagnosed with asthma and respond appropriately if necessary.

Communication plan

This policy and procedures will be available on Dorset's website so that parents and other members of the school community can easily access information about Dorset's asthma management procedures.

Epidemic Thunderstorm Asthma

Dorset will be prepared to act on the warnings and advice from the Department of Education and Training when the risk of epidemic thunderstorm asthma is forecast as high.

- If no specific and signed instructions are available, the instructions are unclear, or the person does not have an Asthma Action/Care Plan, **begin the first aid procedure immediately (as authorised by the Department of Education and Early Childhood Development).**
- **Call emergency assistance to attend (000) IF:**
 - the person's asthma symptoms are severe
 - the person suddenly stops breathing
 - the person's asthma symptoms continue to worsen
 - there is no Asthma Action/Care Plan for the person
 - blue/grey reliever medication is not available
 - you are unsure what is causing the breathing difficulty

4. Evaluation:

This policy will be reviewed as part of the school's ongoing policy and process review cycle.

References and Related Documents:

1. *School Policy and Advisory Guide, Department of Education and Training, available at <http://www.education.vic.gov.au/school/principals/spag/health/Pages/conditionasthma.aspx>*
2. Forms mentioned in this policy are available to download free of charge from the Resources section of The Asthma Foundation of Victoria website at www.asthma.org.au