

# St. Mary's Primary School

## Asthma Management Policy



### Rationale

St. Mary's 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 and the ability of students to self-manage their asthma where appropriate.

To support student wellbeing and asthma management, St. Mary's Primary School will:

- Obtain a written asthma plan for all students diagnosed with asthma upon enrolment at the school and ensure they are updated at least annually
- Ensure an Asthma Action Plan is completed by their doctor for students with an identified health care need
- Store medical information and medications appropriately
- Ensure that students feel safe and supported at school
- Provide and maintain at least two school asthma emergency kits
- Ensure that key staff (e.g. First Aid Officers, P.E. Teacher, Teachers) undertake accredited Emergency Asthma Management (EAM) training and that all other staff with a duty of care for students attend an asthma education session.
- Provide the necessary information to effectively manage episodes of asthma within the school

### Responsibilities

**The Leadership team will:**

- Provide staff with a copy of the school's Asthma Management Policy and ensure relevant staff are aware of, and trained in asthma management upon employment at the school
- Provide asthma education and first aid training for staff as required
- Ensure that while a student with asthma is under the care or supervision of the school, including excursions, yard duty, camps and special event days, there is a sufficient number of school staff present who have successfully completed asthma training.
- Provide parents/carers with access to a copy of the school's asthma policy, upon enrolment of their child, on the school's website
- 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 parents and caregivers provide to the school, completed Asthma Action Plans for students with asthma
- **Where possible, ensure that all students with asthma have a current written asthma plan (must be updated at least annually)**

- Parents/carers are informed that medical information need to be provided and updated on Operoo
- Ensure the parents and carers of all students with asthma provide reliever medication and a spacer (and a face mask if required) at all times their child attends the school
- Implement an asthma first aid procedure, consistent with current national recommendations and all staff are aware of the asthma first aid procedure
- 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 an Asthma Log
- Ensure that reliever medications within the asthma emergency kits are replaced regularly and have not expired, and that spacers are named
- Facilitate communication between leadership team, 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

#### **Staff will:**

- Be aware of the school's asthma management policy
- Be aware of the asthma first aid procedure
- Be aware of students with asthma and where their medication and personal spacers are stored
- Attend asthma education and training sessions when required
- Be aware of where to access written asthma plans through Operoo 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
- Document any asthma incident and advise parents/carers as a matter of priority in class Asthma Log or First Aid Asthma Log

#### **Parents and Carers will:**

- Upon enrolment, inform the school if their child has asthma
- Read the school's asthma management policy
- Participate and sign student Asthma Management Plans as required
- Provide a signed Asthma Action plan to the school, and ensure that it is updated at least annually
- Update medical information on Operoo, outlining any asthma medication the student needs to take in the prevention of asthma, including dose and time to be taken.

- Provide the school with their child's in-date reliever medication (clearly dated and in the originally labelled container) along with a spacer where the asthma reliever medication is a metered dose inhaler (puffer) device, and a mask if required, for all times the child is attending the school or school excursions/camps
- Ensure that, if their child is self-managing their asthma correctly and confidently that the child carries their reliever medication and spacer with them or has access at all times
- Promptly communicate all medical and health information relevant to their child, to the principal and staff of the school
- Communicate any changes to their child's asthma, asthma management or any concerns about the health of their child

### **Students will:**

- Immediately inform staff if they experience asthma symptoms
- Inform staff if they have self-administered any asthma medication
- Carry asthma medication and a spacer with them or has access at all times (if self-managing their asthma)

### **Asthma First Aid**

In the event of an asthma incident, staff will follow the written first aid instructions on the student's Asthma Action Plan. If no specific and signed instructions are available, the instructions are unclear, or the person does not have an Asthma Action Plan, **the first aid procedure is to begin immediately.**

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 Plan for the person
- blue/grey reliever medication is not available
- you are unsure what is causing the breathing difficulty

In an emergency situation (unexpected asthma attack), school staff are required to act as any reasonable prudent person would. This includes administering medication:

- keep calm – do not panic
- send for a qualified first aider – do not move the student
- make sure that specific directions of the reliever inhaler are followed
- loosen clothing
- reassure the student

If no immediate improvement during an attack continue to follow directions of the reliever inhaler until symptoms improve.

### **Signs of Asthma**

Signs of an Asthma attack include:

- Persistent cough
- A wheezing sound coming from the chest (when at rest)
- Being unusually quiet

- The child complains of shortness of breath at rest, feeling tight in the chest (younger children may describe this a tummy ache)
- Difficulty in breathing (fast and deep respiration)
- Nasal flaring
- Being unable to complete sentences
- Appearing exhausted

### **Asthma Emergency Kits**

St. Mary’s Primary School is required to have two asthma emergency kits and replace reliever medication either at the time of use or expiry, whichever is first (Asthma kits are issued to all class teacher, PE teacher and excursion first aid bags).

Asthma Emergency Kits will contain:

- blue/grey reliever medication such as Airomir, Asmol, or Ventolin
- at least two spacer devices to assist with effective inhalation of the blue/grey reliever medication (ensure spare spacers are available as replacements)
- clear written instructions on:
  - how to use these medications and devices
  - steps to be taken in treating a severe asthma attack
- an Asthma Log for recording the details of a first aid incident, such as the number of puffs administered.

Spacers and face masks are single-person use only. It is essential to have at least two spacers (and two face masks if necessary) contained in each first aid kit and that spacers and face masks are named or replaced each time they are used.

### **Staff training**

The following school staff will be appropriately trained:

Group 1:

All staff with a duty of care for students must undertake an asthma education session

Group 2:

Staff with a direct student wellbeing responsibility such as first aid complete asthma management training

	<b>Completed by</b>	<b>Course</b>	<b>Provider</b>	<b>Cost</b>	<b>Valid for</b>
<b>Group 1</b>	<b>All school staff</b>	Asthma first aid management for education staff	The Asthma Foundation of Victoria	Free to all schools	3 years

**Please note:** First Aid training does not meet asthma training.

In the event that the relevant training has not occurred for a member of staff who has a child in their class diagnosed with asthma, the principal will organise time for the relevant staff member to complete the “Asthma First Aid Management for Education Staff” online as soon as practicable after the student enrolls, and preferably before the student’s first day at school.

## Prevention Strategies

### Classrooms

1. Student's Asthma Action Plans are easily accessible on Operoo.
2. The Deputy Principal informs casual relief teachers and volunteers of the names of any students diagnosed with asthma, the location of students' Asthma Action Plans and reliever medication, the school's Asthma Management Policy, and each individual person's responsibility in managing an incident ie seeking a trained staff member.
3. Classrooms are vacuumed on a regular basis to limit dust.
4. Cleaning products used in the school are asthma friendly.
5. Maintenance that may require the use of chemicals, such as painting, occur during school holidays or out of school hours.
6. Fans, air conditioning and heaters are turned on out of school hours when being used for the first time after a long period of non-use.

### School Yard

1. Staff on yard duty are trained in the administration of reliever medication to be able to respond quickly to an asthma attack if needed.
2. The reliever medication and each student's Asthma Action Plan are easily accessible from the school yard, and staff are aware of their exact location (The First Aid Room).
3. The Communication Plan of sending the red 'Support Required' emergency card is used to obtain student's medical information and quick retrieval of medication if an asthma attack occurs in the school yard. All staff on yard duty are briefed on the school's Emergency Response Procedures and how to notify the general office/first aid team of an asthma attack in the school yard.
4. Yard duty staff must also be able to identify, by face, those students diagnosed with asthma.
5. Students with asthma triggered by pollens should be encouraged to stay away from flowering plants.
6. School lawns are mown outside of school hours.
7. Only low allergen plants are planted in the school grounds.

### Special events (e.g. sporting events, incursions, class parties, etc.)

1. If a student diagnosed with asthma, is attending an event, sufficient school staff supervising the special event must be trained in the administration of a reliever medication to be able to respond quickly to an asthma attack if required.

### Excursions/sporting events

1. If a student diagnosed with asthma, is attending an excursion/sporting event, sufficient school staff supervising the excursion/sporting event must be trained in the administration of reliever medication and be able to respond quickly to an asthma attack if required.
2. A school staff member or team of school staff, trained in the recognition of asthma and the administration of reliever medication, must accompany any student diagnosed with asthma on excursions.

3. The school reliever medication and a copy of the Asthma Action Plan for each student diagnosed with asthma should be easily accessible and school staff must be aware of their exact location. (The First Aid Room)
4. For each excursion etc, a risk assessment should be undertaken for each individual student attending who is diagnosed with asthma. The risks may vary according to the number of students with asthma attending, the nature of the excursion/sporting event, size of venue, distance from medical assistance, the structure of excursion and corresponding staff-student ratio. All school staff members present during the excursion need to be aware of the identity of any students attending who are diagnosed with asthma and be able to identify them by face.
5. The school should consult parents of students with asthma in advance to discuss issues that may arise.
6. Parents may wish to accompany their child on excursions. This should be discussed with parents as another strategy for supporting the student who is diagnosed with asthma.
7. Prior to the excursion taking place, school staff should consult with the student's parents and medical practitioner (if necessary) to review the student's Asthma Action Plan to ensure that it is up to date and relevant to the particular excursion activity.

### **Camps and remote settings**

1. Staff should conduct a risk assessment and develop a risk management strategy for students diagnosed with asthma. This should be developed in consultation with parents of students diagnosed with asthma and camp owners/operators prior to the camp dates.
5. The student's reliever medication, Asthma Action Plan and a mobile phone must be taken on camp. If mobile phone access is not available, an alternative method of communication in an emergency must be considered, e.g. a satellite phone. All staff attending camp should familiarise themselves with the students' Asthma Action Plan and plan emergency response procedures for asthma prior to camp.
6. Prior to the camp taking place school staff should consult with the student's parents to review the students Asthma Action Plan to ensure that it is up to date and relevant to the circumstances of the particular camp.
7. School staff participating in the camp should be clear about their roles and responsibilities in the event of an asthma attack. Check the emergency response procedures that the camp provider has in place. Ensure that these are sufficient in the event of an asthma attack and ensure all school staff participating in the camp are clear about their roles and responsibilities.
8. Ensure contact details of emergency services are distributed to all school staff as part of the emergency response procedures developed for the camp.
9. An Asthma Emergency Kit will be taken on a school camp, even if there is no student diagnosed with asthma, as a back-up device in the event of an emergency.
11. The reliever medication should remain close to the students and school staff must be aware of its location at all times.
12. The reliever medication should be carried in the school first aid kit; however, schools can consider allowing students to carry their own medication on camp. Remember that all school staff members still have a duty of care towards the student even if they do carry their own reliever medication.

## School Management and Emergency Response

The following management and emergency procedures are followed in response to an asthma attack. The procedures should include the following:

- a complete and up to date list of students identified as having been diagnosed with asthma is on Operoo
- hard copies of Asthma Action Plans are stored in the first aid room and accessible online on any electronic device on Operoo
- school, asthma medication is stored in the First Aid room
- the following procedures are to be followed when an asthma incident occurs

<b>In class</b>	<b>On yard</b>
<ol style="list-style-type: none"><li>1. Access student medication if in bag or access from First Aid Room by sending red “Support Required” card to office.</li><li>2. Follow Asthma Action Plan</li><li>3. Arrange office to contact caregivers</li><li>4. Continue to monitor student</li><li>5. Log incident in Asthma Log located in the classroom</li></ol>	<ol style="list-style-type: none"><li>1. Access student medication from First Aid Room. Send red “First Aid” card from First Aid Bag immediately to First Aid.</li><li>2. Follow Asthma Action Plan</li><li>3. Contact caregivers</li><li>4. Continue to monitor student</li><li>5. Log incident in Asthma Log located in the First Aid Room</li></ol>

## Communication Plan

St. Mary’s Primary School provide information to all school staff, students and parents about asthma and the school's Asthma Management Policy.

Strategies for advising school staff, students and parents about how to respond to an asthma incident by a student in various environments include:

- staff professional development on asthma identification and management annually
  - communication via email when Asthma Action Plans have been updated/uploaded
  - Asthma Action Plans are available in the First Aid Room
  - Red Emergency ‘Support Required’ cards in both Yard Duty Bags and in classrooms
- Casual relief staff are informed of students diagnosed with asthma and the potential for a severe or life threatening asthma attack and their role in responding to an asthma attack by a student in their care via the Casual Relief Teacher Folder given to all Casual Relief Teachers prior to starting teaching duties.

## Annual Risk Management Checklist

The Principal and Deputy Principal will complete an annual Risk Management Checklist to monitor compliance with their obligations.

## Monitoring and review

The Asthma Management Policy will be monitored and reviewed by the staff, at least once every four years.

**Created: 2019**

**Review: 2023**