

## Asthma Policy

### Purpose

To ensure that Hesket Primary School appropriately supports students diagnosed with asthma.

### Objective

To explain to Hesket Primary School parents/carers, staff and students the processes and procedures in place to support students diagnosed with asthma.

### Scope

This policy applies to:

- all staff, including causal relief staff, contractors and volunteers
- all students who have been diagnosed with asthma or who may require emergency treatment for asthma and their parents/carers.

### Policy

#### Asthma

Asthma is a long term lung condition. People with asthma have sensitive airways in their lungs which react to triggers, causing a 'flare-up'. In a flare-up, the muscles around the airway squeeze tight, the airways swell and become narrow and there is more mucus. This makes it hard to breathe. An asthma flare-up can come on slowly (over hours, days or even weeks) or very quickly (over minutes). A sudden or severe asthma flare-up is sometimes called an asthma attack.

#### Symptoms

Symptoms of asthma can vary over time and often vary from person to person. The most common asthma symptoms are:

- breathlessness
- wheezing (a whistling noise from the chest)
- tight feeling in the chest
- persistent cough

Symptoms often occur at night, early in the morning or during/just after physical activity. If asthma is well controlled, a person should only have occasional asthma symptoms.

#### Triggers

A trigger is something that sets off or starts asthma symptoms. Everyone with asthma has different triggers. For most people with asthma, triggers are only a problem when asthma is not well controlled with medication. Common asthma triggers include:

- exercise
- colds/flu
- weather changes: thunderstorms, cold, dry air
- smoke (cigarettes, wood, fires)
- pollens
- chemicals e.g. household cleaning products
- deodorants (perfumes and aerosols)
- food chemicals/additives
- house dust mites
- moulds
- animals such as cats and dogs
- medications (aspirin and anti-inflammatories)
- laughter or emotions, such as stress

## Asthma Management

If a student diagnosed with asthma enrolls at Hesket Primary School:

1. Parents/carers must provide the school with an Asthma Action Plan which has been completed by the student's medical practitioner. The plan must outline:
  - 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.
2. Parents/carers should also provide a photo of the student to be included as part of the student's Asthma Action Plan. Hesket Primary School will keep all Asthma Action Plans:
  - in the staffroom, sick bay and classrooms.
3. School staff may also work with parents/carers to develop a Student Health Support Plan which will include details on:
  - how the school will provide support for the student
  - identify specific strategies
  - allocate staff to assist the student
4. If a student diagnosed with asthma is going to attend a school camp or excursion, parents/carers are required to provide any updated medical information.
5. If a student's asthma condition or treatment requirements change, parent/carers must notify the school and provide an updated Asthma Action Plan.
6. School staff will work with parents/carers to review Asthma Action Plans (and Student Health Support Plans) once a year.
7. Hesket Primary School will keep all Asthma Action Plans:
  - In the staffroom in clearly individually labelled containers.

## Student Asthma Kit

All students diagnosed with asthma are required to have a student asthma kit at school which contains:

- their own prescribed reliever medication labelled with the student's name
- their spacer (if they use one)

Student asthma kits will be stored and clearly labelled in the staffroom.

Depending on the age of students and activities undertaken, students may be required to keep their asthma kits with them while on excursions e.g. cross-country students will carry on course.

## 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"><li>• Be calm and reassuring</li><li>• Do not leave them alone</li><li>• Seek assistance from another staff member or reliable student to locate the student's reliever, the Asthma Emergency Kit and the student's Asthma Action Plan (if available).</li></ul>

	<ul style="list-style-type: none"> <li>If the student's action plan is not immediately available, use the Asthma First Aid as described in Steps 2 to 5.</li> </ul>
2.	<p>Give 4 separate puffs of blue or blue/grey reliever puffer:</p> <ul style="list-style-type: none"> <li>Shake the puffer</li> <li>Use a spacer if you have one</li> <li>Put 1 puff into the spacer</li> <li>Take 4 breaths from the spacer</li> </ul> <p><b>Remember – Shake, 1 puff, 4 breaths</b></p>
3.	<p>Wait 4 minutes</p> <ul style="list-style-type: none"> <li>If there is no improvement, give 4 more separate puffs of blue/grey reliever as above (or give 1 more dose of Ventolin inhaler)</li> </ul>
4.	<p>If there is still no improvement call Triple Zero “000” and ask for an ambulance.</p> <ul style="list-style-type: none"> <li>Tell the operator the student is having an asthma attack</li> <li>Keep giving 4 separate puffs every 4 minutes until emergency assistance arrives (or 1 dose of Ventolin every 4 minutes)</li> </ul>
5.	<p>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</p>

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

Hesket Primary will arrange the following asthma management training for staff:

<b>Group 2 Specific Staff</b>	All staff and particularly 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)	Course in Management of Asthma Risks and Emergencies in the Workplace 22556VIC (accredited) OR Course in Emergency Asthma Management 10392NAT (accredited)	Any RTO that has this course in their scope of practice	Paid by Hesket Primary School	3 years
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An annual briefing will be held with all staff outlining in this policy:

- identities of the students diagnosed with asthma
- how to use a puffer and spacer
- the location of:
  - the Asthma Emergency Kits
  - asthma medication which has been provided by parents for student use.

Hesket Primary School will also provide this policy 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**

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. Hesket Primary School 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 replace them if they have expired or are low on doses
- replace spacers in the Kits after each use (spacers are single-person use only)
- dispose of any previously used spaces.

Hesket Primary School will provide and maintain at least two Asthma Emergency Kits. One kit will be kept on school premises in the staffroom and one will be a mobile kit for activities such as:

- camps and excursions.

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

### **Epidemic Thunderstorm Asthma**

Hesket Primary School 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.

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## Evaluation

**Policy Last Reviewed:** 30.5.23

**Approved by:** Principal

**Next Scheduled Review Date:** 30.5.24

This policy will also be updated if significant changes are made to school grounds that require a revision of Heskett Primary School's yard duty and supervision arrangements.

## Further Information and Resources

- Asthma Foundation Victoria: [Resources for schools](#)
- School Policy and Advisory Guide:
  - [Asthma](#)
  - [Asthma Attacks: Treatment](#)
  - [Asthma Emergency Kits](#)



## Medical Authority Form For Students Requiring Medication to be Administered at School

This form should, ideally, be signed by the student's medical/health practitioner for all medication to be administered at school but schools may proceed on the signed authority of parents in the absence of a signature from a medical practitioner.

- For students with asthma, [Asthma Australia's School Asthma Care Plan](#)
- For students with anaphylaxis, an [ASCIA Action Plan for Anaphylaxis](#)

Please only complete the sections below that are relevant to the student's health support needs. If additional advice is required, please attach it to this form.

Please note: wherever possible, medication should be scheduled outside school hours, eg medication required three times daily is generally not required during a school day – it can be taken before and after school and before bed.

### Student Details

Name of school: \_\_\_\_\_  
 Name of student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 MedicAlert Number (if relevant): \_\_\_\_\_  
 Review date for this form: \_\_\_\_\_

### Medication to be administered at school:

Name of Medication	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg oral/topical/injection)	Dates to be administered	Supervision required
				Start: / / End: / / <b>OR</b> <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> No – student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer
				Start: / / End: / / <b>OR</b> <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> No – student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer

### Medication Delivered to the School

Please indicate if there are any specific storage instructions for any medication:

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## Medication Delivered to the School

Please ensure that medication delivered to the school:

- Is in its original package
- The pharmacy label matches the information included in this form

## Supervision Required

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should be agreed to by the student and their parents/carers, the school and the student's medical/health practitioner.

Please describe what supervision or assistance is required by the student when taking medication at school (e.g. remind, observe, assist or administer):

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## Monitoring Effects of Medication

Please note: School staff **do not** monitor the effects of medication and will seek emergency medical assistance if concerned about a student's behaviour following medication.

## Privacy Statement

We collect personal and health information to plan for and support the health care needs of our students. Information collected will be used and disclosed in accordance with the Department of Education and Training's privacy policy which applies to all government schools (available at: <http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>) and the law.

## Authorisation to administer medication in accordance with this form:

Name of Parent/Carer: \_\_\_\_\_

This medication is being administered for the first time. The medication must be administered under the supervision of the parent/carer.

This medication has being administered to this child previously.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of medical/health practitioner: \_\_\_\_\_

Professional role: \_\_\_\_\_

Contact details: \_\_\_\_\_



## Medical Administration Log For Students Requiring Medication to be Administered at School

This log should be completed by the staff member administering medication to any student at the school.

Name of student: \_\_\_\_\_ Year level: \_\_\_\_\_

Date	Time	Name of Medication and Dose	Tick when checked ✓				Comments	Staff member administering (print name and initial)	Staff member checking* (print name and initial)
			Correct Child	Correct Medication	Correct Dose	Correct Route			

**\*Cross-checking:** It is recognised that in many school settings medication is administered using a system of two staff members checking that medication is correctly administered. This is an appropriate added safety measure and is seen as good practice.



Reviewed 30.5.23 - Due for Review 30.5.24