

Avondale Primary School

ASTHMA MANAGEMENT POLICY



Statement of Commitment to Child Safety

Avondale Primary School is a child safe organisation which welcomes all children, young people and their families.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, strategies and practices are inclusive of the needs of all children and students.

Avondale Primary school's approach to creating and maintaining a child safe school environment is guided by our school philosophy and values. At Avondale Primary School our vision is 'to create a community that strives for excellence through high quality learning, engagement and wellbeing for all.'

We have no tolerance for child abuse and take proactive steps to identify and manage any risk of harm to students in our school environments.

We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.

When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at our school, and any instances identified will be addressed with appropriate consequences.

Child safety is a shared responsibility. Every person involved in our school has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies.



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 9318 1755.

PURPOSE

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

OBJECTIVE

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

SCOPE

This policy applies to:

- all staff, including casual 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

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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
- smoke (cigarette smoke, wood smoke from open fires, burn-offs or bushfires)
- house dust mites
- pollens
- chemicals such as household cleaning products
- food chemicals/additives
- laughter or emotions, such as stress
- colds/flu
- weather changes such as thunderstorms and cold, dry air
- moulds
- animals such as cats and dogs
- deodorants (including perfumes, after-shaves, hair spray and aerosol deodorant sprays)
- certain medications (including aspirin and anti-inflammatories)

Asthma management

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

The school (Principal/First Aid Coordinator) will:

1. Keep a copy of all Asthma Action Plans in the main office
2. 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
3. Provide asthma education and first aid training for staff as required
4. Provide parents and carers with a copy of the school's asthma management policy upon enrolment of their child
5. Identify students with asthma during the enrolment process and provide parents and carers with a blank Asthma Action Plan to be completed and signed by the child's medical practitioner and returned to the school
6. School staff may also work with parents/carers to develop a Student Health Support Plan which will include details on:
 - a. how the school will provide support for the student
 - b. identify specific strategies

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- c. allocate staff to assist the student
7. Ensure Student Health Support Plans are completed for students with asthma
8. Ensure that all students with asthma have a current written asthma plan (must be updated at least annually)
9. Ensure a School Camp and Excursion Medical Update Form is completed by parents/carers for offsite activities where possible,
10. 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
11. Implement an asthma first aid procedure consistent with current national recommendations and all staff are aware of the asthma first aid procedure
12. 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
13. Ensure that reliever medications within the asthma emergency kits are replaced regularly and have not expired, and that spacers are replaced after each use
14. Facilitate communication between management, staff, parents and carers and students regarding the school's asthma management policy and strategies
15. Promptly communicate to parents and carers any concerns regarding asthma and students attending the school
16. Identify and minimise, where possible, triggers of asthma symptoms for students
17. Ensure that students with asthma are not discriminated against in any way
18. Ensure that students with asthma can participate in all activities safely and to their fullest abilities
19. Work with parents/carers to review Asthma Action Plans (and Student Health Support Plans) at the beginning of the school year.

Parents and Carers will:

- Inform the school if their child has asthma upon enrolment
- Read the school's asthma management policy
- Provide the school with a current [Asthma Action Plan](#) which has been completed and signed 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.
- Provide a photo of the student to be included as part of the student's Asthma Action Plan.
- Ensure that Asthma Action Plans are updated at least yearly
- Participate and sign student Health Support Plans as required
- 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
- Ensure that if their child is self-managing their asthma correctly the child carries their reliever medication and spacer at all times

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- 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 or any concerns about the health of their child to the school and provide an updated Asthma Action Plan

Staff will:

- Be aware of the school's asthma management policy
- Understand asthma first aid procedure and participate in asthma training sessions (every 3 years)
- Be aware of students with asthma and where their medication and personal spacers are stored
- Participate in Health Support Plan completion as required
- Be aware of where to access Asthma Action 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
- Instruct students to immediately inform staff if they experience asthma symptoms or have self-administered any asthma medication

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 in the First Aid Room in the main office. Students will be required to collect and keep their asthma kits with them while at PE lessons or other sporting activities.

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 |

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|----|---|
| | <ul style="list-style-type: none"> • Use a spacer if you have one • Put 1 puff into the spacer • Take 4 breaths from the spacer <p>Remember – Shake, 1 puff, 4 breaths</p> |
| 3. | <p>Wait 4 minutes</p> <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. | <p>If there is still no improvement call Triple Zero “000” and ask for an ambulance.</p> <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. | <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> |

Avondale Primary School 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

Avondale Primary School will arrange the following asthma management training for staff:

ALL STAFF: Asthma first aid management course for education staff (face-to face or online) delivered by the Asthma Foundation of Victoria. This training is required every 3 years.

SPECIFIC STAFF: Staff working with high risk children with a history of severe asthma, or with direct student wellbeing responsibility, e.g. PE/sport teachers, first aid officers and school staff attending camp in charge of first aid: Level 2 First Aid Training

Avondale Primary School will conduct an annual briefing for staff 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:
 - the Asthma Emergency Kits
 - asthma medication which has been provided by parents for student use.

Avondale Primary School will also provide access to a copy of 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

Avondale Primary School will provide and maintain at least two Asthma Emergency Kits. One kit will be kept on school premises at first aid room and one will be a mobile kit for activities such as:

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- yard duty
- camps and excursions.

Avondale Primary School will require an additional kit for every 300 students.

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 (Avondale 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

Our school 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.

Note: 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 replaced each time they are used.

Management of confidential medical information

Confidential medical information provided to Avondale Primary School to support a student diagnosed with asthma will be:

- recorded on the student's file

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- shared with all relevant staff so that they are able to properly support students diagnosed with asthma and respond appropriately if necessary.

Epidemic Thunderstorm Asthma

Avondale 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.

Communication plan

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

COMMUNICATION

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

- available publicly on our school's website
- included in staff induction processes, staff training and handbook
- accessible to staff on Google Drive Online Staffroom and discussed at staff briefings/meetings as required
- reminders in our school newsletter
- discussed at parent information sessions
- hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- Asthma Australia: [Resources for schools](#)
- Policy and Advisory Library:
 - [Asthma](#)
 - [Treating an asthma attack](#)
 - Health Care Needs Policy

POLICY REVIEW AND APPROVAL

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|----------------------------|------------------------------|
| Policy last reviewed | 12 th August 2022 |
| Approved by | Principal: Jill Benham |
| Next scheduled review date | 12 th August 2023 |