

## CHALCOT LODGE PRIMARY SCHOOL

### POLICY: ASTHMA MANAGEMENT

#### INITIAL COPY

25/03/2015

#### DRAFT/ REVIEW

25/03/2015

#### PURPOSE

- To provide, as far as practicable, a safe and supportive environment in which students at risk of Asthma can participate equally in all aspects of the student's schooling;
- To raise awareness about asthma and the school's Asthma Management policy in the school community;
- To engage with parents/carers of students at risk of asthma in developing an Asthma management ;
- To ensure that each staff member has adequate knowledge about Asthma and the school's policy and procedures in responding to an asthma attack.

#### GUIDELINES

Asthma is a chronic health condition affecting approximately 10% of Australian children and teenagers. 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.

In order to meet the duty of care obligations specified by the School Policy and Advisory Guide (SPAG) and to ensure the health and wellbeing of all students attending, **Chalcot Lodge** 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.

#### IMPLEMENTATION

##### The School Will

- The designated First Aid Officer 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 that all students asthma medication are kept in the classroom with the teachers;
- Ensure Students Asthma plans are placed in the class Displan folder and Medical Register folders;
- Encourage parents to have additional medication in their child's school bag for the purpose of travelling to and from school;
- The school will provide and maintain at least two asthma emergency kits, which will be stored in the First Aid room for all children/staff/parents and visitors to the school to access. An extra kit will be provided if student enrolments reach 300; and
- Ensure that the First Aid Officer undertake Emergency Asthma Management (EAM) training and that all other staff with a duty of care for students attend a free asthma education session provided by The Asthma Foundation of Victoria.

##### The Principal/Senior Management will:

- 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;
- Where possible, ensure that all students with asthma have a current written asthma plan which is updated at annually;
- Ensure a School Camp and Excursion Medical Update Form is completed by parents/carers for offsite activities where possible;
- 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 while 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 a record form;

- Ensure that reliever medications within the asthma emergency kits are replaced regularly and have not expired, and that spacers are replaced after each use;
- Remind parents/care givers each term through the school newsletter to check the expiry date of their child's medication stored at 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; and
- Promptly communicate to the staff, parents and carers any concerns regarding asthma and students enrolled in the school.

#### **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, 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; and
- Promptly communicate to the principal, parents and carers any concerns regarding asthma and students enrolled in the school.

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

- Inform the school if their child has asthma upon enrolment;
- Read the school's asthma management policy;
- Participate and sign student Health Support Plans as required;
- Provide a signed written asthma plan to the school, and ensure that it is updated at least yearly;
- 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 medication provided to the school is checked to ensure that it is in date and has not expired;
- Ensure that if their child is self-managing their asthma correctly the child carries their reliever medication and spacer at all times;
- Promptly communicate all medical and health information relevant to their child, to the principal and staff of the school; and
- Communicate any changes to their child's asthma 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; and
- Carry asthma medication and a spacer with them at all times (if self-managing their asthma).

#### **EVALUATION**

The Asthma management Policy will be reviewed by the Principal and Student Wellbeing Coordinator in consultation with the Education Policy, every three years or sooner if required.

## Asthma First Aid

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/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**

**Recognising an asthma attack**

| <b>Mild</b>                                   | <b>Moderate</b>            | <b>Severe</b>               |
|-----------------------------------------------|----------------------------|-----------------------------|
| <b>Talk in sentences</b>                      | <b>Shortened sentences</b> | <b>Few words per breath</b> |
| Cough                                         | Persistent cough           | Persistent cough            |
| Soft wheeze                                   | Loud wheeze                | Wheeze may be absent        |
| Minor difficulty breathing                    | Difficulty breathing       | Gasping for breath/distress |
| Tightness in chest                            |                            | Pale, sweaty, blue lips     |
| Young children may complain of a "sore tummy" |                            | Muscle exertion             |

# Asthma First Aid

## 1 Sit the person upright

- Be calm and reassuring
- Do not leave them alone



## 2 Give 4 puffs of blue reliever puffer medication

- Use a spacer if there is one
  - **Shake** puffer
  - Put **1 puff** into spacer
  - Take **4 breaths** from spacer
- Repeat until 4 puffs** have been taken
- Remember: Shake, 1 puff, 4 breaths**



## 3 Wait 4 minutes

- If there is no improvement, give **4 more puffs** as above



## 4 If there is still no improvement call emergency assistance (DIAL 000)\*

- Say 'ambulance' and that someone is having an asthma attack
- Keep giving **4 puffs** every **4 minutes** until emergency assistance arrives



\*If calling Triple Zero (000) does not work on your mobile phone, try 112

### Call emergency assistance immediately (DIAL 000)

- 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 puffer is not available
- If you are not sure if it's asthma

**Blue reliever medication is unlikely to harm, even if the person does not have asthma**



To find out more contact your local Asthma Foundation  
**1800 645 130** | [asthmaaustralia.org.au](http://asthmaaustralia.org.au)

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