



Morwell Central Primary School

Asthma Policy 2017

Rationale:

Asthma affects 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.

Morwell Central Primary School recognises the importance of staff education and the implementation of an asthma policy including awareness, symptoms and triggers, as well as the management of asthma in the school environment.

In ensuring effective management of Asthma at Morwell Central Primary School we will:

- Ensure that all staff are trained to assess and manage an asthma emergency
- Complete a one hour Asthma Education session at least every three years
- Provide equipment to manage an asthma emergency in asthma first aid kits

This policy aims to manage asthma and asthma sufferers as effectively and efficiently as possible at school.

Definition:

Asthma is a disease of the airways, which carries air in and out of the lungs. When you have asthma symptoms the muscle in the airways tighten and the lining of the airways swell and produce sticky mucus. These changes cause the airways to become narrow, so that there is less space for the air to flow into and out of your lungs (National Asthma Council 2011).

Symptoms of asthma may include, but are not limited to:

- Shortness of breath
- Wheezing (a whistling noise from the chest)
- Tightness in the chest
- A dry, irritating, persistent cough

Symptoms vary from person to person and can be triggered from many factors including exercise, colds, smoke, weather changes, dust, mould, pollens, animals, chemicals, deodorants, foods, medication and emotions.

Strategies:

- Where possible students with asthma must have an up to date written asthma management plan consistent with Asthma Victoria's requirements completed by their doctor or paediatrician.
- When leaving the school grounds on an excursion, sporting activity or camp all parents of students with asthma will need to have completed a Student Asthma Consent Form which will be attached to each out of school permission note. **Students who do not have a completed Student Asthma Consent Form or their reliever medication will not be able to attend the excursion, sporting activity or camp and remain at school.**
- For all students with Asthma, a completed Asthma Management Plan is kept in student's medical files in the Office Area as well as in the student's Learning Hub. Each student's asthma medication is located in their Learning Hub in a centrally allocated position. Spare Ventolin is also kept in the First Aid room.
- Asthma emergency kits are available for use at school which contain reliever medication, x2 small volume spacer device, medication logs and asthma first aid instruction card.

Responsibilities:

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.
- Provide families with a copy of the school's asthma policy upon enrolment.
- Ensure all students with asthma have a current asthma plan and it is updated yearly.
- Ensure families of asthma sufferers provide reliever medication and a spacer at all times at school.
- Implement an asthma first aid procedure that all staff are familiar with.
- Ensure asthma emergency kits are maintained.
- Promptly communicate to families any concerns regarding asthma and student's attending the school.
- Where possible, minimise triggers of asthma symptoms for students.
- Ensure that students with asthma are not discriminated in any way.
- Ensure that students with asthma can participate in all activities safely and to the best of their ability.

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. All staff will be provided with a class list showing which students are Asthmatic. This list will also be included in the back of each class roll folder and excursion folder

- Record on an individual student medication log each time reliever medication is administered. Medication logs will be placed in class roll folders, excursion folders and in the white medication folder located in the first aid room.
- Monitor and assess medication logs. If a student is using their reliever medication on an ongoing basis their parents will be notified.
- Attend asthma education where required.
- Identify and minimise, where possible triggers of asthma symptoms for students.
- Ensure that students are not discriminated in any way.
- Ensure that students with asthma can participate in all activities safely and to the best of their ability.
- Promptly communicate to the principal, families any concerns regarding asthma and students enrolled in the school.

Families will:

- Inform the school if their child has asthma upon enrolment.
- Read the school's asthma management policy.
- Provide the school with a written asthma action plan signed by their doctor. This plan must be updated each year.
- Provide a school Camp or Excursion Medical Update form as required.
- Provide the school with their child's reliever medication along with a spacer for all times the child is attending the school, unless it is being carried for self-management purposes.
- Advise classroom teachers if their child carries their reliever medication, so staff can monitor and record medication use in an individual medication log.
- Provide the school with their child's reliever medication along with a spacer. If your child is in Grade Prep, One or Two any reliever medication must be given to their classroom teacher and they will administer any medication needed. If your child is in Grade 3, 4, 5 or 6 they can carry their own reliever medication and can self-medicate as required, however they must advise a staff member immediately that they have self-administered medication so it can be recorded
- 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.
- 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.
- Carry asthma medication and a spacer with them at all times.

Asthma First Aid:

In the case where someone is having an asthma attack, administer asthma first aid according to the signed asthma action plan or the Asthma Australia First aid Procedure. If someone has difficulty breathing and there is no written communication form about the student having asthma, call an ambulance (Dial 000) immediately and follow the asthma first aid plan or the Asthma Australia First Aid Procedure as follows:

1. Sit the student upright, stay calm and offer reassurance. Do not leave the student.
 2. Administer four puffs of a blue reliever (Airomir, Asmol, Epaq or Ventolin). This is best given one puff at a time via a spacer.
 3. Wait four minutes. If there is little or no improvement, administer blue reliever again.
 4. If there is still no improvement call an ambulance immediately (Dial 000). While waiting for the ambulance, continue to administer four puffs of the blue reliever, waiting four minutes each time.
- Parents must be notified whenever their child suffers an asthma attack.
 - Any reliever medication administered either by a child themselves or a staff member **must be recorded** in an individual student medication log. Medication logs are located in classroom roll folders, excursion folders and in the first aid room in the green medication folder.
 - Any reliever medication given to a student while attending the first aid room will be recorded in their individual medication log in the green medication folder. The attending staff member will complete a first aid note to advise the classroom teacher that reliever medication was administered and this will be recorded in the student's classroom medication log.
 - Staff will monitor and assess medication logs. If a student is using their reliever medication on an on going basis their parents will be notified.

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Lunchtime and Recess Procedures

If a child experiences asthma symptoms while outside at recess or lunchtime they must go immediately to a yard duty teacher. Depending on the severity of a child's symptoms, they will be either taken to get their reliever medication from their classroom or taken directly to the first aid room and given a school reliever medication. Staff will follow the Asthma Australia First Aid Procedure. All medication given will be recorded and this record will be sent to the student's Learning HUB and added to their individual classroom medical log.

Epidemic Thunderstorm Asthma

Every year during grass pollen season there is an increase in asthma and hay fever symptoms, and during grass pollen season there is also the chance of an epidemic thunderstorm asthma event. Epidemic thunderstorm asthma events are thought to be triggered by an uncommon combination of high grass pollen levels and a certain type of thunderstorm, resulting in large numbers of people developing asthma symptoms over a short period of time.

Those at increased risk of epidemic thunderstorm asthma include people with asthma, people with a past history of asthma, those with undiagnosed asthma (i.e. people who have asthma symptoms but

have not yet been diagnosed with asthma) and also includes people with hay fever who may or may not have asthma. Having both asthma and hay fever, as well as poor control and self-management of asthma increases the risk further.

Be prepared to act on the warnings and advice from the Department when the risk of epidemic thunderstorm asthma is forecast as high, including:

- act on advice and warnings from the Department Education and Training's Emergency Management Division associated with a potential thunderstorm asthma activity
- implement a communication strategy to inform the school community and parents
- implement procedures to avoid exposure such as staying indoors with windows and doors closed
- implement emergency response procedures and follow individual asthma action plans as needed.

Attachments:

- Appendix 1: Student Medical Form – Asthma
- Appendix 2 : First Aid medication record for classroom teachers
- Appendix 3: Asthma Australia First Aid Procedure
- Appendix 4: Medication Log
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Evaluation:

This Asthma Policy will be reviewed as part of the school's four-year review cycle or earlier as required.

This policy was last ratified by School Council on

11th December 2017



STUDENT MEDICAL FORM – ASTHMA

This information must be completed if your child suffers from asthma

The information collected on this form will be provided to all staff who care for your child. It will be used to assist them to provide safe asthma management for your child at school or while participating in a school activity. The school will only disclose this information to others with your consent if it is to be used elsewhere. Please contact the school at any time if you need to update this Plan or if you have any questions about the management of asthma at school. If no Asthma Action Plan is provided by the parent/carer, the staff will treat asthma symptoms as outlined in the Victorian Schools Asthma Policy.

STUDENT NAME:	Level of Asthma suffered by child:
	Mild <input type="checkbox"/> Moderate <input type="checkbox"/> Severe <input type="checkbox"/>

Usual Signs of child's Asthma	Worsening signs of child's asthma?	What triggers the child's asthma?
Wheezing _____ <input type="checkbox"/>	Increased signs of: Wheezing _____ <input type="checkbox"/>	Exercise _____ <input type="checkbox"/>
Tightness in chest _____ <input type="checkbox"/>	Tightness in chest _____ <input type="checkbox"/>	Colds/Viruses _____ <input type="checkbox"/>
Coughing _____ <input type="checkbox"/>	Coughing _____ <input type="checkbox"/>	Pollens _____ <input type="checkbox"/>
Difficulty in breathing _____ <input type="checkbox"/>	Difficulty in breathing _____ <input type="checkbox"/>	Dust _____ <input type="checkbox"/>
Difficulty speaking _____ <input type="checkbox"/>	Difficulty speaking _____ <input type="checkbox"/>	Difficulty speaking _____ <input type="checkbox"/>
Other (please describe) _____ _____ _____	Other (please describe) _____ _____ _____	Other (please describe) _____ _____ _____

Does your child need assistance taking his / her medication? Yes No

Does your child usually tell an adult if they are experiencing signs of asthma? Yes No

Asthma medication requirements usually taken at school:

(including preventers, symptom controllers, combination medication, medication before exercise)

Name Of Medication	Method (eg. Puffer & spacer, turbuhaler)	When and How Much?

Is your child on regular preventer medication taken at home? Yes No

If yes, please specify the name of the medication:

PLEASE TICK PREFERRED FIRST AID PLAN



Victorian Schools Asthma Policy for Asthma First Aid

(Section 4.5.7.8 of Dept. of Education & Training's Victorian Government School' Reference Guide)

1. Sit the student down and remain calm to reassure the student. Do not leave the Student alone.
2. Without delay shake a blue reliever puffer (names include Ventolin, Airomir, Asmol or Epaq) and give 4 separate puffs through a spacer
(spacer technique – 1 puff/take 4 breaths from spacer, repeat until 4 puffs have been given)
3. Wait 4 minutes. If there is no improvement, give another 4 separate puffs, as per step 2.
4. Wait 4 minutes. If there is no improvement, call an ambulance (dial 000) immediately and state that “*a student is having an asthma attack*”
5. Continuously repeat steps 2 & 3 whilst waiting for the ambulance to arrive.

(If at any time the student's condition worsens, call an ambulance immediately)

OR



Student's Asthma First Aid Plan

If different from the Victorian Schools Asthma Policy above, please attach a personal asthma management plan, designed in consultation with the child's doctor.

This is a **compulsory inclusion** if the child is a moderate to severe asthma sufferer.

Name and contact of Doctor: _____ **Phone:** _____

- Please notify me if my child regularly has asthma symptoms at school.
- Please notify me if my child has received asthma first aid.
- In the event of an asthma attack at school, I agree to my child receiving the treatment described above.
- I authorise the school staff to assist my child with taking asthma medication should he/she require help.
- I will notify you in writing if there are any changes to these instructions.
- I also agree to pay all expenses incurred for any medical treatment deemed necessary

Parent/Guardian Signature

Parent/ Guardian Name (Please Print)

Date

ASTHMA MEDICATION

DATE:

TIME:

Your child _____

was given puffs of his/her Asthma medication today at school.

During Class

During recess/lunch

SIGNED: _____

Asthma First Aid

1 Sit the person upright

- Be calm and reassuring
- Do not leave them alone



2 Give 4 separate puffs of blue/grey reliever puffer

- **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

OR Give 2 separate doses of a Bricanyl inhaler (age 6 & over) or a Symbicort inhaler (over 12).



3 Wait 4 minutes

- 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 emergency assistance (DIAL 000)

- Say 'ambulance' and that someone 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 more doses of Symbicort).



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 reliever is not available
- If you are not sure if it's asthma
- If the person is known to have Anaphylaxis - follow their Anaphylaxis Action Plan, then give Asthma First Aid.

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



Contact your local Asthma Foundation

1800 ASTHMA (1800 278 462) asthmaaustralia.org.au

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Translating and
Interpreting Service
131 450

AAA#FAZ014



Medication Administration Log

Name of student: _____ Year level: _____

STUDENT MEDICATION: _____ **DOSAGE** _____

DATE	TIME	MEDICATION	Right Child	Right Medication	Right Dose	STAFF NAME