



Morwell Central Primary School

Asthma Policy 2024



Help for non-English speakers

If you need help to understand the information in this policy, please contact the office on 51365568

PURPOSE:

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

OBJECTIVE:

To explain to Morwell Central 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 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 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 Morwell Central 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.
3. Morwell Central Primary School will keep all Asthma Action Plans:
4. For all students with Asthma, a completed Asthma Management Plan is kept in the student's medical files in the Office Area as well as in the student's Learning Hub. Each student's asthma medication is in their Learning Hub in a centrally allocated position. Spare Ventolin is also kept in the First Aid room. 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
5. If a student diagnosed with asthma is going to attend a school camp or excursion, Morwell Central Primary School parents/carers are required to provide any updated medical information.
6. If a student's asthma condition or treatment requirements change, parent/carers must notify the school and provide an updated Asthma Action Plan.
7. School staff will work with parents/carers to review Asthma Action Plans (and Student Health Support Plans) once a year.

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 their Learning Hub in a centrally allocated position. Spare Ventolin is also kept in the First Aid room.

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.	<p>Sit the person upright</p> <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 Action 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.	<p>Give 4 separate puffs of blue or blue/grey reliever puffer:</p> <ul style="list-style-type: none"> • Shake the puffer • 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 <p>(or give 1 more dose of Bricanyl or Symbicort inhaler)</p>
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>

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

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

Staff	Completed by	Course	Provider	Cost	Valid for
Group 1 General Staff	School staff with a direct teaching role with students affected by asthma or other school staff directed by the Principal after conducting a risk assessment.	Asthma first aid management for education staff (non-accredited) One hour online training.	Asthma Australia	Free to all schools	3 years
Group 2 Specific Staff	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)	<i>Course in the management of Asthma Risks and Emergencies in the Workplace</i> 22556VIC (accredited)	Any RTO that has this course in their scope of practice	Paid by Morwell Central Primary School	3 years

Morwell Central Primary School will also 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.

Morwell Central 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

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

- yard duty
- camps and excursions.

Morwell Central Primary School has an additional kit for every 300 students, also kept in the First Aid room.

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 (Morwell Central 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 log sheet for recording the details of an asthma first aid incident, such as the time and date and number of puffs administered [see template record sheet in the 'additional resources' section].

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 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 if 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 Morwell Central 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 can properly support students diagnosed with asthma and respond appropriately if necessary.

Communication plan

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

Epidemic Thunderstorm Asthma

Morwell Central 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:

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 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

FURTHER INFORMATION AND RESOURCES:

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

POLICY REVIEW AND APPROVAL:

Policy last reviewed	6/9/2024
Approved by	Principal
Next scheduled review date	March 2025

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



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"/>
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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



Asthma Australia

Contact your local Asthma Foundation

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

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Translating and
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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