



Kalinda Primary School No. 5121

Asthma Management Policy

PURPOSE

To ensure that Kalinda Primary School appropriately supports students affected by asthma and to provide a safe and supportive environment in which students at risk of asthma can participate equally in all aspects of the student's schooling

OBJECTIVE

- To explain to Kalinda Primary School parents/carers, staff and students the processes and procedures in place to support students diagnosed with asthma and to raise awareness about asthma and the school's Asthma Management Policy in the school community.

SCOPE

This policy applies to:

- all staff, including casual relief staff, contractors and volunteers
- all students.

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 Kalinda Primary School:

1. Parents/carers must provide the school with an [Asthma Care 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.
 - This plan needs to be updated annually
2. Parents/carers should also provide a photo of the student to be included as part of the student's Asthma Care Plan.
3. Kalinda Primary School will keep all Asthma Care Plans:
 - This information will be stored in the class green folder, via Compass and through Cases reports (which are stored in the folder)
 - School staff may also work with parents/carers to develop a Student Health Support Plan which will include details on:
 - i. how the school will provide support for the student
 - ii. identify specific strategies
 - iii. allocate staff to assist the student

Any Student Health Support Plan will be developed in accordance with Kalinda Primary School's Healthcare Needs Policy.]

4. If a student diagnosed with asthma is going to attend a school camp or excursion, Kalinda Primary School 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 Care Plan.
6. School staff will work with parents/carers to review Asthma Care Plans (and Student Health Support Plans) once a year e.g. at the beginning of the school year or if there is a change to the students condition.

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 and with a current expiry date
- their spacer (if they use one)
- Carry with them their Asthma medication and relevant equipment to be available to them at all times at school including during all school activities, as they may need to use it without prior warning. This is a decision made by the parents after guidance from their Doctor. If the child is able to correctly and confidently administer the medication there is no need to store it at the office.

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 • Use a spacer if you have one • Put 1 puff into the spacer • Take 4 breaths from the spacer Remember – Shake, 1 puff, 4 breaths
3.	Wait 4 minutes <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.	If there is still no improvement call Triple Zero "000" and ask for an ambulance. <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.	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

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

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

Staff	Completed by	Course	Provider	Cost	Valid for
Group 1 General Staff	All School staff with a duty of care with students affected by asthma after conducting a risk assessment.	Asthma first aid management for education staff (non-accredited) One hour face-to-face or online training.	The Asthma Foundation of Victoria	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 Management of Asthma Risks and Emergencies in the Workplace</i> 22282VIC (accredited) OR <i>Course in Emergency Asthma Management</i> 10392NAT (accredited)	Any RTO that has this course in their scope of practice	Paid by Kalinda Primary School	3 years

Kalinda Primary School will also conduct a briefing for new staff on: which students have asthma and are properly aware of asthma management procedures

- 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.

Kalinda 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 KITS

Kalinda 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:

- yard duty
- camps and excursions.

Kalinda Primary School an additional kit for every 300 students located in the Stadium Office
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 (Kalinda 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 will be recorded in Cases

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 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 Kalinda Primary School to support a student diagnosed with asthma will be:

- Communicated to casual replacement staff to alert them to those students in the class with special medical needs including asthma. This information will be stored in the class green folder, via Compass and through Cases reports (which are stored in the folder)

IMPLEMENTATION

- All school staff will be responsible for the implementation of the Asthma Policy.
- Asthma medication must be taken by students to all school camps, sporting events, excursions and other special events.
- Anyone can have a severe asthma attack, even those with mild asthma.
- The school will provide equipment to manage an asthma emergency in **at least two asthma emergency first-aid kits, including, a metered dose inhaler of reliever medication** (e.g. ventolin) and a spacer devise (volumatic) for emergency treatment, and will ensure that enough asthma emergency kits are additionally available for school camp or excursion needs.
- The student's parent/carer is responsible for ensuring that the Asthma Care Plan is kept up-to-date and that information required for the Student Health Support Plan is current.
- Parents of students diagnosed with asthma should encourage their child to learn how to manage their asthma including recognizing know triggers.

- The school will regularly communicate with the student's parents/carers about the frequency and severity of the student's asthma symptoms and use of medication at school.

The Asthma Care Plan should be:

- Completed by the student's medical/health practitioner in consultation with the parents/carers
- Provided annually by the doctor to the parents/carers and in turn the parents/carers to the school

The plan must include:

- The prescribed medication taken:
 - on a regular basis
 - as premedication to exercise
 - if the student is experiencing symptoms
- Emergency contact details
- Business contact details of the student's medical/health practitioner
- Details about deteriorating asthma including:
 - signs to recognise worsening symptoms
 - what to do during an attack
 - medication to be used
- An asthma first aid section and should:
 - specify no less than 4 separate puffs of blue reliever medication, with 4 breaths taken per puff every 4 minutes, using a spacer if possible.

Note: If the Plan has less than the required number of puffs per minute period, it should be sent back to the parent/carer and doctor for review.

COMMUNICATION PLAN

This policy will be available on Kalinda Primary School's website so that parents and other members of the school community can easily access information about Kalinda Primary School's asthma management procedures and to inform the school community of asthma triggers and where possible reduce asthma triggers in the school environment.

- Information about students diagnosed with asthma risk and what may trigger their asthma will be communicated to all staff.
- Regular updates related to students with asthma will be communicated to staff at the beginning of each year or as changes occur.
- All staff must know the emergency procedure in the event of an asthma attack.
- The First Aid Coordinator will keep all information regarding students at risk up to date and annually review the Asthma Care and Student Health Plans.
- Student and community awareness of asthma triggers will be encouraged.

Epidemic Thunderstorm Asthma

Kalinda 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.

FURTHER INFORMATION AND RESOURCES

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

REVIEW CYCLE AND EVALUATION

This policy was last updated on 20/08/2018 and is scheduled for review in 2019