

# Asthma Management Policy



St Robert's  
Newtown

## Rationale

St Robert's, Newtown, acknowledges that it will fully comply with the Asthma Management Guidelines and seek advice from Asthma Australia when updating or maintaining this policy. As a school, a consistent approach outlined in this policy has been adopted to ensure staff, students and families are aware of our procedures in place for the management of Asthma.

Each year a review of students with Asthma occurs in February.

A school risk assessment is undertaken once a year in Term 3. Following the risk assessment, adjustments are made to procedures if needed. These adjustments will be communicated to families via the newsletter.

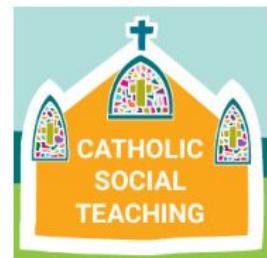
Staff will be appropriately trained;

- All staff with a duty of care for students must undertake an asthma education session (online modules every 3 years)
- All staff must be aware of Asthmatics in their class/ cohort.
- Staff with a direct student wellbeing responsibility such as nurses, first aid and camp organisers complete asthma management training

## Catholic Social Teaching

We are made in God's image. This means we each have a God-given dignity. How is dignity upheld? **The dignity of every person**, independent of ethnicity, creed, gender, sexuality, age or ability, is the foundation of Catholic Social teaching. No human being should have their dignity or freedom compromised. We all need a place to live, grow, learn and flourish, where fairness, respect and safety is paramount.

[Dignity of human person](#)



## Purpose

To safely maintain procedures within our community for the management of staff and students who are at risk of Asthma.

## **Implementation**

### **School management:**

St Robert's school each year inducts staff to be aware of the following;

- the school's Asthma Management Policy
- the causes, symptoms and treatment of asthma
- the identities of the students diagnosed with asthma, and where their medication is located
- how to use a puffer and spacer
- the school's general first aid and emergency response procedures
- the location of, and access to, asthma medication that have been provided by parents or purchased by the school for general use.

### **Educator/ LSO management:**

St Robert's educators and LSO staff need to; Know the identity;

- the school's Asthma Management Policy
- the causes, symptoms and treatment of asthma

### **Family management:**

Parents have an important role in working with the school to minimise the risk of asthma.

- Refer to Section 4: Roles and Responsibilities for parents. P 33. Guidelines for Victorian Schools.

## **Communication**

Additional briefings should be held at the beginning of each school term for any new staff. If new students enrol at the school after the briefing staff should be notified of the new students details at the next staff meeting. The briefing must be conducted by a member of the school who has successfully completed an Asthma Management Training Course and holds a current Asthma Management Certificate. In the event that the relevant training has not occurred for a member of staff who has a child in their class diagnosed with asthma, the Principal will organise time for the relevant staff member to complete the "Asthma First Aid Management for Education Staff" online as soon as practicable after the student enrolls, and preferably before the student's first day at school. The Principal will ensure that while the student is under the care or supervision of the school, including excursions, yard duty, camps and special event days, there is a sufficient number of school staff present who have successfully completed asthma training.

Individual Asthma Risk Minimisation Plans.

Note: A template for an Individual Asthma Risk Minimisation Plan can be found in Appendix 6 of this document or on the Asthma Australia Website

The principal will ensure that an Individual Asthma Risk Minimisation Plan is developed, in consultation with the student's parents, for any student who has been diagnosed by a medical practitioner with asthma. The Individual Asthma Risk Minimisation Plan will be in place as soon as practicable after the student enrols, and where possible before their first day of school.

The Individual Asthma Risk Minimisation Plan will set out the following:

- information about the diagnosed student's asthma including the type of triggers the student has (based on a written diagnosis from a medical practitioner)
- strategies to minimise the risk of exposure to known and noticed triggers while the students are under the care or supervision of school staff, for in-school and out-of-school settings including in the school yard, on camps and excursions, or at special events conducted, organised or attended by the school
- the name of the person(s) responsible for implementing the strategies
- information on where the student's medication will be stored
- an Asthma Action Plan for Victorian Schools for each student diagnosed with Asthma.

The school will then implement and monitor the student's Individual Asthma Risk Minimisation Plan. The student's Asthma Risk Minimisation Plan will be reviewed, in consultation with the student's parents in all of the following circumstances:

- annually
- if the student's medical condition, insofar as it relates to asthma, changes
- as soon as practicable after the student has a severe or life threatening asthma attack at school
- when the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organised or attended by the school (eg. class parties, elective subjects, cultural days, incursions).

The school's Asthma Management Policy must state that it is the responsibility of the parents to:

- provide an Asthma Action Plan
- inform the school in writing if their child's medical condition, insofar as it relates to asthma and the potential for an asthma flare-up / attack, changes and if relevant, provide an updated Asthma Action Plan
- provide an up to date photo for the Asthma Action Plan when that Plan is provided to the school and when it is reviewed
- provide the school with the student's asthma reliever medication that is current (the date has not expired) for their child, and a spacer where the asthma reliever medication is a metered dose inhaler (puffer) device.

### Prevention Strategies

Note: Asthma Australia can provide advice about a range of Prevention Strategies that can be put in place. This section should detail the Risk Minimisation and Prevention Strategies that your school will put in place for all relevant in-school and out-of-school settings which include (but are not limited to) the following:

- during classroom activities (including class rotations, specialist and elective classes)

- between classes and other breaks
- during recess and lunchtimes
- before and after school
- special events including incursions, sports, cultural days, fetes or class parties, excursions and camps.

### School Management and Emergency Response

Note: The Asthma Foundation of Victoria can provide advice about procedures for School management and emergency response for an asthma attack.

The school's Asthma Management Policy must include procedures for emergency response to an asthma attack.

The procedures should include the following:

- a complete and up to date list of students identified as having been diagnosed with asthma
- details of Asthma Action Plans and where these can be located:
  - in a classroom
  - in the school yard
  - in all school buildings and sites including gymnasiums and halls
  - on school excursions
  - on school camps
  - at special events conducted, organised or attended by the school.
  - information about the storage and accessibility of asthma medication
  - how communication with school staff, students and parents is to occur in accordance with a communications plan.

### Asthma Emergency Kits

The principal will purchase salbutamol (reliever medication) for general use (purchased by the school) for use in the Asthma Emergency Kits.

The Asthma Emergency Kits will contain:

- blue/grey reliever medication such as Airomir, Asmol, or Ventolin
- at least 2 spacer devices to assist with effective inhalation of the blue/grey reliever medication (ensure spare spacers are available as replacements)
- clear written instructions on:
  - how to use these medications and devices
  - steps to be taken in treating a severe asthma attack
- a record sheet/log for recording the details of a first aid incident, such as the number of puffs administered - record sheets can be downloaded from the Asthma Foundation of Victoria website.
- The principal will determine the number of Asthma Emergency Kits required. In doing so, the principal will take into account the following relevant considerations:
  - the number of students enrolled at the school
  - the accessibility of reliever medication that have been provided by parents of students who have been diagnosed with asthma

- the availability and sufficient supply of Asthma Emergency Kits in specified locations at the school, including:
- in the school yard, and at excursions, camps and special events conducted or organised by the school
- reliever medication have a limited life, usually expiring within 18 - 24 months, and will need to be replaced at the school's expense, either at the time of use or expiry, whichever is first.

Note: Schools are not required to provide a nebuliser for students. If a student is prescribed a nebuliser, they must bring their own to school. Specialised nebuliser training can be accessed through the manufacturer, the parents of the student prescribed a nebuliser must cover any costs associated.

#### Communication Plan

Note: Asthma Australia has advice about strategies to raise staff and student awareness, working with parents and engaging the broader school community.

The Communication Plan must include strategies for advising school staff, students and parents about how to respond to an asthma attack by a student in various environments including:

- during normal school activities including in the classroom, in the school yard, in all school buildings and sites including gymnasiums and halls
- during on-site or out of school activities, including on excursions, school camps and at special events conducted or organised by the school.

The Communication Plan must include procedures to inform volunteers and casual relief staff of students diagnosed with asthma and the potential for a severe or life threatening asthma attack and their role in responding to an asthma attack by a student in their care.

It is the responsibility of the principal to ensure that relevant school staff are:

- trained
- briefed at least twice per calendar year.

#### Annual Risk Management Checklist

The Principal will complete an annual Risk Management Checklist as published by the Department of Education and Training to monitor compliance with their obligations.

Note: A template for the Risk Management Checklist can be found at Appendix 7 of this document and on the Asthma Australia Website

<http://www.asthmaaustralia.org.au/vic/education-and-training/for-victorian-schools/victorian-schools-resources/school-resources>

## **Recommendations**

Asthma Australia is committed to ensuring the health, safety and wellbeing of all students with asthma in Victorian schools. The Asthma Guidelines for Victorian Schools provides specific information for Victorian schools on how to manage and treat students with asthma. They are also relevant to support staff, visitors or previously undiagnosed students who require Asthma First Aid in the event of an asthma emergency.

[Asthma Guidelines for Victorian Schools](#)

**Date of Endorsement:** **2020**

**By Principal and School Advisory Board**

**Next Review Date:** **2024**