



ASTHMA MANAGEMENT POLICY

Purpose:

To ensure students at St Joseph's Primary school who are diagnosed with asthma receive adequate support and management.
To ensure that St Joseph's Primary School fully complies with the *Schools Policy Advisory Guide* and the *Asthma Schools Guidelines 2017*.
To recognise that it is the responsibility of St Joseph's Primary School to develop and maintain this Asthma Management Policy.

Responsibilities:

The Principal/Principal's representative will:

- Ensure staff are aware of the school's asthma policy and management strategies
- Providing Emergency Asthma Management training to staff as outlined in the *Asthma School Guidelines 2017*
- Ensure at least one staff member is on duty at all times who has completed Emergency Asthma Management training
- Provide parents/carers with a copy of the school's asthma policy upon enrolment of their child
- Ensure all children with asthma have a written Asthma Action Plan completed by a medical practitioner
- Identify children with asthma during the enrolment process and provide parents/carers with a written Asthma Risk Minimisation Plan
- Ensure parents/carers of children with asthma provide reliever medication and a spacer for use at school, and that these medications are replaced when expired
- Implement an asthma first aid procedure consistent with current national recommendations
- Ensure adequate provision and maintenance of asthma first aid kits, and that kits contain reliever medication, a spacer device, instructions for the first aid procedure, and a record form for recording the details of a first aid incident
- Facilitate communication between staff and parents/carers regarding the management of children with asthma attending the school
- promptly communicate with parents/carers any concerns regarding the management children with asthma
- Identify and minimise, if possible, asthma triggers for children attending the school
- Ensuring that children with asthma are not discriminated against in anyway
- Ensure that children with asthma can participate in all activities safely and to their fullest abilities

Staff will:

- Be aware of the school's asthma policy
- Be aware of the Emergency Response Plan and asthma first aid procedure
- Identify children in their care with asthma and know where their medication and action plans are stored - First Aid Room near office
- Know where asthma first aid kits are stored - green first aid bags, classroom first aid boxes
- Identify and minimise, where possible, asthma triggers for children attending the school
- Check the pollen count during pollen season and keep affected children indoors on extreme pollen count days
- Ensure that children with asthma are not discriminated against in anyway
- Ensure that children with asthma can participate in activities safely and to their fullest abilities
- Promptly communicate to the leadership group, parents and carers any concerns regarding the management of children with asthma
- Maintain current Emergency Asthma Management training and qualifications

Parents and Carers will:

- Inform staff if their child has asthma upon enrolment at the school
- Read the school's asthma policy
- Provide a copy of the written Asthma Action Plan to the school
- Ensure the Asthma Action Plan is signed by a medical practitioner and updated yearly
- Work with staff to develop a risk minimisation plan for their child
- Provide the school with the child's reliever medication and a spacer, and renew the medication as required
- Communicate all relevant medical/health information to staff, inform staff if the potential for an asthma flare-up/attack changes
- Provide an up to date photo for the Asthma Action Plan
- Promptly communicate any concerns or changes to their child's asthma to staff
- Where possible and depending on ability, encourage their child to learn about their asthma and communicate to school staff if they are unwell or experiencing asthma symptoms

Staff Training:

The following school staff will be appropriately trained:

All staff members will complete The Asthma Australia online learning course "Asthma First Aid for Schools" valid for 3 years. Selected staff members representing different year levels in the school will also complete HLTAID003 (Level 2 First Aid Course) valid for 3 years.

In addition, all staff should participate in a briefing at the beginning of the school year on:

- The school's Asthma Management Policy
- The causes, symptoms and treatment of asthma
- The identities of students diagnosed with asthma
- The location of each child's medication as well as the Asthma Emergency Kits
- How to use a puffer and spacer
- The school's Emergency Response Plan and general first aid procedures

If new students enrol at the school or if current students are recently diagnosed with asthma staff should be notified at the next staff meeting. The briefing must be conducted by a member of the school staff 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 training "Asthma First Aid for Schools" online as soon as possible

Individual Asthma Risk Minimisation Plans:

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.

This plan will be in place as soon as practicable after the student enrolls. This 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 notified triggers while the student is under the care of school staff, for in-school and out-of-school settings including the school yard, on camps and excursions, or at special events conducted, organised or attended by the school.
- The name of the person responsible for implementing the strategies
- Information on where the student's medication is stored
- An Asthma Action Plan for Victorian Schools for each student diagnosed with asthma. The student's Asthma Risk Minimisation Plan will be reviewed, consultation with the student's parents in all of the following circumstances:
- Annually
- If the student's medical condition 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 or excursions

School Emergency Response Plan:

The school must develop an Emergency Response Plan to be used in the event of an asthma attack. Copies of this plan are in every Medical Alert Folder.

Asthma Emergency Kits:

The Principal will purchase salbutamol (reliever medication) for general use, to be stored in the Asthma Emergency Kits.

The Asthma Emergency Kits will contain:

- Reliever medication such as Asmol or Ventolin
- At least 2 spacer devices
- Clear written instructions on the use of these medications and devices as well as treatment of an asthma attack
- A record sheet for recording details of the incident

Communication Plan:

Information is disseminated to staff, students and parents about asthma in the following manner:

- The Asthma Management Policy is provided to all staff when they commence employment at St Joseph's
- The Policy is available to all staff on the Staff Drive , in the Leadership and Management folder
- The Policy is provided to parents when their child is enrolled at the school
- A list of all children who suffer from asthma is compiled by the School Nurse and provided to each teacher in the Medical Alert Folder. Medical Alert Folders are also available in the Principal's office, Deputy Principal's Office, General Office and the First Aid Room.
- Casual Relief Teachers are provided with an information folder on arrival at the school. This folder contains the list of children who have asthma as well as the Emergency Response Plan
- All staff will receive asthma training as set out in page 3 of this policy
- All parents/carers to complete a digital Operoo profile, outlining any medical conditions affecting their child
- Updates regarding asthma management and articles from Asthma Victoria are published in the school newsletter
- Staff are notified of any new diagnosis of asthma via email and at weekly staff meetings

Annual Risk Management Checklist:

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

This checklist can be found on the Asthma Foundation of Victoria website : Victorian School Resources

October, 2020

Evaluation

This policy will be reviewed as part of the School Improvement Plan or as required.

Reviewed and ratified October, 2020

Review Date October, 2024