

**Date of last review:**

May 2024

**Date of next review:**

May 2025

**Review period:**

Annually

## ASTHMA POLICY



### HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy please contact Maramba Primary School on 03 9796 7150 or [maramba.ps@education.vic.gov.au](mailto:maramba.ps@education.vic.gov.au)

### PURPOSE

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

### OBJECTIVE

To explain to Maramba 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 Maramba 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. Maramba Primary School will keep all Asthma Action Plans:
  - In the sick bay/First Aid room.



4. 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

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

5. If a student diagnosed with asthma is going to attend a school camp or excursion, Maramba 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 sick bay/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"> <li>• Be calm and reassuring</li> <li>• Do not leave them alone</li> <li>• 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).</li> <li>• If the student's action plan is not immediately available, use the Asthma First Aid as described in Steps 2 to 5.</li> </ul>
2.	<p>Give 4 separate puffs of blue or blue/grey reliever puffer:</p> <ul style="list-style-type: none"> <li>• Shake the puffer</li> <li>• Use a spacer if you have one</li> <li>• Put 1 puff into the spacer</li> <li>• Take 4 breaths from the spacer</li> </ul> <p><b>Remember – Shake, 1 puff, 4 breaths</b></p>

3.	<p>Wait 4 minutes</p> <ul style="list-style-type: none"> <li>If there is no improvement, give 4 more separate puffs of blue/grey reliever as above</li> </ul>
4.	<p>If there is still no improvement call Triple Zero “000” and ask for an ambulance.</p> <ul style="list-style-type: none"> <li>Tell the operator the student is having an asthma attack</li> <li>Keep giving 4 separate puffs every 4 minutes until emergency assistance arrives</li> </ul>
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

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

Staff	Completed by	Course	Provider	Cost	Valid for
<b>Group 1 General Staff</b>	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
<b>Group 2 Specific Staff</b>	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 Asthma Awareness 10760NAT</i>  <i>OR</i> <i>Course in the management of Asthma Risks and Emergencies in the Workplace 22556VIC</i>  (accredited)	Any RTO that has this course in their scope of practice	Paid by Maramba Primary School	3 years

Maramba 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.

Maramba 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

Maramba 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.

Maramba Primary School will provide an additional kit for every 300 students.

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 (Maramba 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.

Rachael Figg, First Aid officer will monitor and maintain the Asthma Emergency Kits and 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 spacers.

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):

- wash the plastic spacer
- 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 Maramba 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 are able to properly support students diagnosed with asthma and respond appropriately if necessary.

### Communication plan

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

### Epidemic Thunderstorm Asthma

Maramba 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
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- 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	May 2024
Approved by	Principal
Next scheduled review date	May 2025

## STUDENT HEALTH SUPPORT PLAN

This plan outlines how the school will support the student's health care needs, based on health advice received from the student's medical/health practitioner. This form must be completed for each student with an identified health care need (not including those with Anaphylaxis as this is done via an Individual Anaphylaxis Management Plan – see [Anaphylaxis](#))

**This Plan is to be completed by the principal or nominee in collaboration with the parent/carer and student.**

School: Maramba Primary School		Phone: 03 9796 7150
Student's name:		Date of birth:
Year level:		Proposed date for review of this plan:
Parent/carer contact information (1)	Parent/carer contact information (2)	Other emergency contacts (if parent/carer not available)
Name:	Name:	Name:
Relationship:	Relationship:	Relationship:
Home phone:	Home phone:	Home phone:
Work phone:	Work phone:	Work phone:
Mobile:	Mobile:	Mobile:
Address:	Address:	Address:
Medical /Health practitioner contact:		
<input type="checkbox"/> General Medical Advice Form - for a student with a health condition <input type="checkbox"/> Condition Specific Medical Advice Form – Epilepsy <input type="checkbox"/> School Asthma Action Plan <input type="checkbox"/> Personal Care Medical Advice Form - for a student who requires support for transfers and positioning <input type="checkbox"/> Condition Specific Medical Advice Form – Cystic Fibrosis <input type="checkbox"/> Personal Care Medical Advice Form - for a student who requires support for oral eating and drinking <input type="checkbox"/> Condition Specific Medical Advice Form – Acquired Brain Injury <input type="checkbox"/> Personal Care Medical Advice Form - for a student who requires support for toileting, hygiene and menstrual health management <input type="checkbox"/> Condition Specific Medical Advice Form – Cancer <input type="checkbox"/> Condition Specific Medical Advice Form – Diabetes		
List who will receive copies of this <b>Student Health Support Plan</b> :		
1. Student's Family 2. Other: _____ 3. Other: _____		
The following <b>Student Health Support Plan</b> has been developed with my knowledge and input		
Name of parent/carer or adult/mature minor** student: _____ Signature: _____ Date: _____		
**Please note: Mature minor is a student who is capable of making their own decisions on a range of issues, before they reach eighteen years of age. See: <a href="#">Decision Making Responsibilities for Students</a>		
Name of principal (or nominee): _____ Signature: _____ Date: _____		
<b>Privacy Statement</b>		
The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.		



## HOW THE SCHOOL WILL SUPPORT THE STUDENT'S HEALTH CARE NEEDS

Student's name:	
Date of birth:	Year level:
What is the health care need identified by the student's medical/health practitioner?	
Other known health conditions:	
When will the student commence attending school?	
Detail any actions and timelines to enable attendance and any interim provisions:	

Below are some questions that may need to be considered when detailing the support that will be provided for the student's health care needs. These questions should be used as a guide only.

Support	What needs to be considered?	Strategy – how will the school support the student's health care needs?	Person Responsible for ensuring the support
<b>Overall Support</b>	Is it necessary to provide the support during the school day?	<i>For example, some medication can be taken at home and does not need to be brought to the school.</i>	
	How can the recommended support be provided in the simplest manner, with minimal interruption to the education and care program?	<i>For example, students using nebulisers can often learn to use puffers and spacers at school.</i>	
	Who should provide the support?	<i>For example, the principal should conduct a risk assessment for staff and ask:  Does the support fit with assigned staff duties, the scope of their position, and basic first aid training (see <a href="#">First Aid for Students and Staff</a>)  Are additional or different staffing or training arrangements required?</i>	
	How can the support be provided in a way that respects dignity, privacy, comfort and safety and enhances learning?	<i>For example, detail the steps taken to ensure that the support provided respects the student's dignity, privacy, comfort and safety and enhances learning.</i>	
<b>First Aid</b>	Does the medical/health information highlight any individual first aid requirements for the student, other than basic first aid?	<i>Discuss and agree on the individual first aid plan with the parent/carer.  Ensure that there are sufficient staff trained in basic first aid (see <a href="#">First Aid for Students and Staff</a>)  Ensure that all relevant school staff are informed about the first aid response for the student.</i>	
	Are there additional training modules that staff could undertake to further support the student, such as staff involved with excursions and specific educational programs or activities?	<i>Ensure that relevant staff undertake the agreed additional training  Ensure that there are contingency provisions in place (whilst awaiting the staff member to receive training), to facilitate the student's attendance at school.</i>	



Support	What needs to be considered?	Strategy – how will the school support the student’s health care needs?	Person Responsible for ensuring the support
<b>Complex medical needs</b>	Does the student have a complex medical care need?	<p><i>Is specific training required by relevant school staff to meet the student’s complex medical care need?</i></p> <p><i>The Schoolcare Program enables students with ongoing complex medical needs to have their health care requirements met safely at school. This program is available to students who would be unable to attend school without the procedure being performed by appropriately trained staff. Following the referral process, RCH nurses will attend your school and provide specialist training to nominated school staff.</i></p> <p><i>Further information about the Schoolcare Program may be found in the Schoolcare Program Guidelines and Referral form at: <a href="http://www.education.vic.gov.au/school/teachers/learningneeds/Pages/schoolcare-program.aspx">www.education.vic.gov.au/school/teachers/learningneeds/Pages/schoolcare-program.aspx</a></i></p>	
<b>Personal Care</b>	Does the medical/health information highlight a predictable need for additional support with daily living tasks?	<p><i>Detail how the school will support the student’s personal care needs, for example in relation to nose blowing, washing hands, toileting care (including menstrual health management and other aspects of personal hygiene)</i></p> <p><i>Would the use of a care and learning plan for toileting or hygiene be appropriate?</i></p>	
<b>Routine Supervision for health-related safety</b>	Does the student require medication to be administered and/or stored at the School?	<p><i>Ensure that the parent/carer is aware of the school’s policy on medication management.</i></p> <p><i>Ensure that written advice is received, ideally from the student’s medical/health practitioner for appropriate storage and administration of the medication – via the Department’s Medication Authority Form.</i></p> <p><i>Ensure that a medication log or equivalent official medications register is completed by the person administering the taking of the medication.</i></p>	
	Are there any facilities issues that need to be addressed?	<p><i>Ensure the school’s first aid room/sick bay and its contents provide the minimum requirements and discuss whether other requirements can be facilitated in this room to meet the student’s health care needs.</i></p> <p><i>Ensure the school provides necessary reasonable adjustments to assist a student who requires a wheelchair or other technical support. Discuss requirements and possible modifications with the parent/carer/student.</i></p>	

Support	What needs to be considered?	Strategy – how will the school support the student’s health care needs?	Person Responsible for ensuring the support
	Does the student require assistance by a visiting nurse, physiotherapist, or other health worker?	<i>Detail who the worker is, the contact staff member and how, when and where they will provide support.</i>  <i>Ensure that the school provides a facility which enables the provision of the health service.</i>	
	Who is responsible for management of health records at the school?	<i>Ensure that information privacy principles are applied when collecting, using, retaining or disposing of personal or health information.</i>	
	Where relevant, what steps have been put in place to support continuity and relevance of curriculum for the student?	<i>For example, accommodation in curriculum design and delivery and in assessment for a student in transition between home, hospital and school; for a student’s attendance (full-time, part-time or episodically).</i>	
<b>Other considerations</b>	Are there other considerations relevant for this health support plan?	<i>For example, in relation to behaviour, such as special permission to leave group activities as needed; planned, supportive peer environment.</i>  <i>For example, in relation to the environment, such as minimising risks such as allergens or other risk factors.</i>  <i>For example, in relation to communication, is there a need to formally outline the communication channels between the school, family and health/medical practitioner?</i>  <i>For example, is there a need for planned support for siblings/peers?</i>	

Considerations	Strategy	Person Responsible
Students Asthma Plan and Medication.	A copy of the students Asthma Plan and Medical Information will be stored in the Medical information folders in the First Aid Room.  The student’s medication, spacer and medical documents will be in a named bag and stored in their classroom Asthma basket.	First Aid Coordinator

	<p>The classroom teacher will receive a medical list of all students in their class with asthma.</p> <p>Parents may also wish to have asthma medication and a spacer in the student's school bag.</p>	
In the event a child requires Asthma medication in/on.	<p>An Asthma Emergency Kit is located in the Schools First Aid Room. Administration or First Aid trained staff will supervise or administer medication in the first aid room.</p> <p>The student may keep their medication in their school bag or in the classroom 'Asthma' basket. The teacher will supervise or administer the child's medication.</p> <p>All Specialist teachers will receive a list of all students and grade with asthma. All teachers have Ventolin and a disposable spacer to enable them to administer Ventolin. The student may also visit the First Aid Room where supervision or administering of medication will take place.</p> <p>All teachers on yard duty carry a asthma reliever, disposable spacer and mobile phone.</p> <p>On excursions the class teacher will bring all students asthma medications and documentation.</p> <p>First Aid bags on excursions are equipped with Ventolin, disposable spacers and Asthma Emergency Instructions.</p> <p>Prior to school camp parents must complete a School Camp and Excursion Asthma Update Form and provide a current Asthma Action Plan. Parents are to provide all medications to manage their child's asthma.</p>	<p>Administration/First Aid Trained staff</p> <p>Classroom Teacher</p> <p>First Aid Coordinator</p> <p>Specialists Teachers</p> <p>Yard Duty Teacher</p> <p>Teacher in charge of Excursion.</p>
Classroom		
Specialists		
Schoolyard		
Excursions		
Camps		

	First Aid bags on camps are equipped with Ventolin, disposable spacers and Asthma Emergency Instructions.	Teacher in charge of Camp.
Considerations	Strategies	Person Responsible
Schools Staff Asthma training	All school staff will complete a Nationally recognised Emergency Asthma Management Course or an online training course to Assess and Manage an Asthma Emergency.	Principal
Asthma Emergency Response Plan	<p>If a student is having an asthma attack, difficulty breathing for an unknown cause, even if they are not known to have asthma.</p> <p>School staff will endeavour to follow the Asthma First Aid procedures outlined in the schools Asthma Policy.</p>	
<p>Asthma Triggers: Minimising risks</p> <p>Exercise</p> <p>Colds and flu</p>	<p>If a student has exercise induced asthma they can take their medication prior to sport in their classroom, first aid room or hall. They should also take their medication to all physical education classes or activities.</p> <p>Students and staff are encouraged to use respiratory hygiene or cough etiquette these are terms used to describe infection prevention measures. Practices include:</p> <p>covering the mouth and nose when coughing or sneezing</p> <p>using tissues and disposing of them appropriately</p>	<p>Principal</p> <p>Assistant Principal</p> <p>Classroom Teacher</p>

<p>Plants</p> <p>Weather</p> <p>Classrooms</p>	<p>attending to hand hygiene immediately after coughing, sneezing or blowing nose.</p> <p>Considerations are taken when introducing new plants to our garden.</p> <p>In the event of a ‘Thunderstorm Asthma’ warning in the school’s area, students will be kept inside.</p> <p>Students with asthma, hay fever or rye grass allergies may choose to stay inside on high pollen and windy days, and during and after a thunderstorm.</p> <p>Classrooms are cleaned regularly to promote a dust free environment.</p>	
<p>Parents responsibilities</p>	<p>We required the students Action Plan to be updated annually or sooner if their condition changes or they have required medical intervention.</p> <p>If the student has required medical or hospital treatment for their asthma the school should be informed by a phone call or in writing so we can better manage their asthma needs.</p> <p>Ventolin needs to be maintained ‘in date’ by the parent. In the event it expires the parent must replace immediately.</p>	<p>First Aid Coordinator</p>