



## **ASTHMA POLICY**

### **Kingsbury Primary School**

#### **PURPOSE**

To ensure that Kingsbury Primary School provides appropriate support to students diagnosed with asthma.

#### **OBJECTIVE**

To explain to Kingsbury 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 and volunteers.
- All students who have been diagnosed with asthma or who may require emergency treatment for asthma and their parents/carers.

#### **POLICY**

This policy should be read with Kingsbury Primary School First Aid, Administration of Medication, and Anaphylaxis policies.

#### **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'/'attack', 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).

#### ***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	• Colds/flu
• Smoke (cigarette smoke, wood smoke from open fires, burn-offs or bushfires)	• Weather changes such as thunderstorms and cold, dry air
• House dust mites	• Moulds
• Pollens	• Animals, such as cats and dogs
• Chemicals, such as household cleaning products	• Deodorants, including perfumes, after-shaves, hair-spray and aerosol deodorant sprays
• Food chemicals/additives	• Certain medications (including anti-inflammatory and aspirin)
• Laughter or emotions, such as stress	

### **The Individual Asthma Management Plans**

If a student diagnosed with asthma enrolls at Kingsbury 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. Kingsbury Primary School will keep all Asthma Action Plans:
  - At the administration area, in the sick bay with individual student asthma kits and in the student's classroom.

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 Kingsbury Primary School's Health Care Needs Policy.

5. If a student diagnosed with asthma is going to attend a school camp or excursion, Kingsbury 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. Kingsbury Primary School will request parents/carers review and update student Asthma Action Plans at the beginning of each new school year. This procedure will also apply to new and mid-cycle enrolments.

### **Student Asthma Kit**

All students diagnosed with asthma are required to have a student asthma kit at school located in sickbay, which contains:

- Their own prescribed reliever medication labelled with the student's name
- Their spacer (if they use one)
- A copy of their Asthma Action Plan

### **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.

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> <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"> <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> <p>(or 1 dose of Bricanyl or Symbicort every 4 minutes – up to 3 doses of Symbicort)</p>
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

*In the case of an emergency, staff do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time.*

## Training for Staff

Kingsbury 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 face-to-face or 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 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 Kingsbury Primary School	3 years

Kingsbury Primary School will also conduct an annual briefing at the beginning of each year to ensure awareness of:

- The causes, symptoms and treatment of asthma.
- Students who have been identified as having asthma.
- Asthma management procedures as outlined in this policy.
- How to use an inhaler and spacer.
- The location of:
  - The asthma first aid kits.
  - Individual student asthma kits, which have been provided by parents/carers.

Kingsbury Primary School will also make available 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**

Kingsbury Primary School will provide and maintain at least two Asthma Emergency Kits. One kit will be kept on school premises at sickbay and two kits will be mobile kits for activities such as:

- yard duty
- camps and excursions

The Asthma Emergency Kit will contain:

- At least 1 blue or blue/grey reliever medication such as Ventolin, Admol or Airomir.
- One (1) spacer device to assist with effective inhalation of the blue or blue/grey reliever medication (Kingsbury Primary School will ensure spare spacers are available as replacements).
- 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 for documenting the details of an asthma first aid incident.
- The first aid officers will monitor and maintain the Asthma Emergency Kits.
- Regularly check the expiry date on the canisters of inhalers and replace when necessary.

### **Communication Plan**

This policy will be available on Kingsbury Primary School's website.

The parents/carers of students who are enrolled at Kingsbury Primary School and are identified as being at risk of asthma will also be provided with a copy of this policy.

### **Staff Training**

The Principal is responsible for ensuring relevant staff are trained and briefed in asthma management, consistent with the Department's Asthma Guidelines:

- The Principal will ensure that the following school staff are appropriately trained in asthma management:
  - School teaching staff who conduct classes attended by students who are at risk of asthma.
  - Education support staff, administration staff, Out of School Hours program staff and any other school member as required by the Principal based on a risk assessment.

Staff will be required to undertake training and must complete:

- An approved face-to-face asthma management training course in the last three years, or
- An approved online asthma management-training course in the last two years.

Staff are required to attend a briefing on asthma management and this policy at least twice a year per year (with the first briefing to be held at the beginning of the school year), facilitated by the Principal or nominee.

Each briefing will address:

- This policy.
- The causes, symptoms and treatment of asthma.
- The identities of students with a medical condition that relates to asthma and the potential for an asthmatic reaction, and where their medication is located.
- The school's general first aid and emergency response procedures.
- The location of and access to, inhalers and spacers that have been provided by parents or purchased by the school for general use.

When a new student enrolls at Kingsbury Primary School who is at risk of asthma, the Principal or nominee will request a Student Asthma Management Plan from the parents/carers.

The Principal will ensure that while students at risk of asthma are under the care or supervision of the school outside of normal class activities, including in the schoolyard, at camps and excursions, or at special event days, there is a sufficient number of school staff present who have been trained in asthma management.

### **Management of Confidential Medical Information**

Confidential medical information provided to Kingsbury 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 as necessary.

### **RELATED POLICIES AND RESOURCES**

- School Policy and Advisory Guide:
  - [Health Care Needs](#)
  - [Health Support Planning Forms](#)

- [Student Asthma Management Plan](#)
- [First Aid Policy 2020](#)
- [First Aid Children with Special Needs Policy 2020](#)
- [Medication Distribution Policy 2020](#)

## **REVIEW CYCLE**

This policy was last updated April 2020 and is scheduled for review in April 2023.

Signed

A handwritten signature in black ink, appearing to be 'M. P.' with a long, sweeping underline.

School Council President