



"ALL CHILDREN CAN
ACHIEVE SUCCESS"

St Justin's Parish School

42-48 Whalley Drive
Wheelers Hill VIC 3150
Phone: 9561 7644
Fax: 9561 5429

Email: principal@sjwheelershill.catholic.edu.au
Website: www.sjwheelershill.catholic.edu.au

ASTHMA POLICY

Rationale:

Asthma in young children is one of the most common causes of hospital admission and visits to the doctor. Having a child with asthma can be frightening for parents and carers, but with good knowledge and management, your child's asthma can usually be well controlled.

Establishing the right behaviours, reflexes and resources early in the life of a child with asthma means they have the best change of continuing strong health behaviours as they grow into independence.

Every year there is a sharp rise in the number of asthma attacks for kids when they return to school after the summer holidays. This results in more Emergency Department visits, hospitalisations and days off school. Not only is this unsettling for children as they try to kick-start a new year at school, but often it impacts on time off work for parents and carers. This can lead to work, time and money stress on the family.

Major factors include:

- loss of routine over the summer holidays and busyness of the Christmas period, sometimes preventer medicines are not taken daily as prescribed and written Asthma Action Plans are not followed as strictly
- the spread of viruses when kids return to school and mix with each other
- the possibility of new allergens at school not found in the home, or not come across for some time.

Aims

To manage asthma and asthma sufferers as effectively and efficiently as possible at school.

Signs & symptoms

People with asthma can have a range of symptoms: Breathlessness, Wheezing, Tight Chest, Persistent cough. Symptoms often occur at night, early in the morning or during/after activity. A person's asthma symptoms can vary over time - sometimes they will have no symptoms, especially when asthma is well-controlled. Symptoms often vary from person to person.

School Responsibility:

To ensure the welfare and safety of all students affected by Asthma St Justin's Parish School will ensure:

- Establish and update an Asthma Management Policy in accordance with Asthma Foundation Guidelines and make this publicly available;
- That a current (within 12 months) Asthma Action Plan is provided by parents for any student affected by Asthma;
- Include Asthma Action Plans & Medication Authority Form in the First Aid Room "Asthma" folder, and include with the Medication Authority Form with the child's medications
- Parents/guardians of all children with asthma provide reliever medication and a spacer (including a child's face mask, if required) at all times their child is attending the school;
- The expiry date of all reliever medication is checked regularly and replaced when required, and that spacers and face masks are replaced after every use;
- Medication records are kept for each child to whom medication is to be administered by the School;
- A sufficient number of staff are formally trained and accredited in 10392NAT Course in Emergency Asthma Management;
- All staff members are aware of the Asthma management procedures;
- Induction procedures for casual and relief staff include information about children attending the School who have been diagnosed with asthma, and the location of their medication and action plans via the ET folders located in each classroom;
- Where possible, identify and minimise asthma triggers for students;
- Ensure that students with asthma can participate in all activities safely and to their full potential;
- The immediate communication of any concerns with parents/guardians regarding the management of children with asthma at the School;
- The display of Asthma Australia's 'Asthma First Aid' Poster in key locations around the School.

Staff Member Responsibilities:

St Justin's Parish School staff members will ensure that they:

- Are aware of the School's Asthma Management Procedure;
- Can identify children displaying the symptoms of an asthma attack and locate their personal medication, Asthma Action Plans and access additional inhalers if required
- Where possible, minimise asthma triggers (refer to Definitions) as outlined in the child's Asthma Action Plan;
- Take the asthma first aid kit, children's personal asthma medication and Asthma Action Plans on excursions or other offsite events;
- Will administer prescribed asthma medication in accordance with the child's Asthma Action Plan and record this in a medication register, located in the first aid room;
- Consult with the parents/guardians of children with asthma with relation to the health and safety of their child, and the supervised management of the child's asthma;

- Communicate any concerns to parents/guardians if a child's asthma is limiting his/her ability to participate fully in all activities;
- Enable children with asthma can participate in all activities safely and to their full potential. Parent,

Guardian & Carer (Parents) Responsibilities:

Parents with children affected by Asthma are responsible for ensuring they:

- Inform the school at either enrolment or on initial diagnosis, that their child has asthma;
- Provide a copy of their child's Asthma Action Plan to the School and ensuring it has been prepared in consultation with, and signed by, a medical practitioner; ○ The Asthma Action Plan should be reviewed and updated at least annually ensuring all details on their child's enrolment form and medication record are completed prior to commencement at the School;
- Bring to the immediate attention of the school any change in their child's condition and required response procedures. The students Asthma Action Plan will need to be renewed in consultation with, and signed by, the student's medical practitioner;
- Provide to the school an adequate supply of appropriate asthma reliever medication and a spacer (including a child's face mask, if required) and replenish as needed;
- Encourage their child to learn about and understand their asthma, and to communicate with staff immediately if they are unwell or experiencing asthma symptoms. Implementation Parent, Guardians or Carer's (Parents) of students with Asthma are required to access the relevant Asthma Action Plans from the Asthma Australia and complete the Action Plan in consultation with their child's Medical Practitioner. The school will provide a copy of the relevant Asthma Action Plan upon request.
- Parents are responsible for ensuring an Asthma Action Plan & medication Authority Form are completed by an APHRA Registered medical Practitioner for the child and the original presented to St Justin's Parish School prior to their enrolment at the school or upon an initial diagnosis. In accordance with Asthma Australia guidelines, Asthma Action Plans and the student's photo should be reviewed and updated every 12 months.
- Parents are required to provide the school with at least one set of any prescribed medication; which will be kept in the First Aid Room (eg Ventolin x 1).

Asthma Governance & Responsibilities

1. Parents will be notified of the Asthma Management Policy on the school's website.
2. Students diagnosed with Asthma will be included on an Asthma Sheet with headshot for easy identification on display in the in the First Aid Room, Wheeler Wing, Staff Room, LOTE & Music Rooms and made available to all staff members with responsibility for the student. This includes classroom and specialist teachers, as well as casual relief teachers (CRTs).
3. Reliever medication and a spacer (including a child's face mask, if required) will be labelled with the student's name and date of expiry clearly visible. One set will be located within the First Aid Room.
4. Members of the School's Leadership Team or nominee will ensure the individual student Asthma Action Plans remain current and are clearly communicated to and understood by relevant staff

members. To achieve this the school will establish Communication Plans defining strategies directing school staff, students and parents about how to respond to an asthma attack in various environments.

5. The school will ensure a sufficient number of staff are formally trained and accredited in 10392NAT Course in Emergency Asthma Management.

6. St Justin's Parish School will review individual Asthma Action Plans in consultation with the student's parents:

- a. Annually;
- b. Where the student's medical condition changes;

7. Parents are responsible for informing the School in writing of their child's medical condition and must:

- a. Provide the Asthma Action Plan signed by a registered medical practitioner;
- b. Provide the School with any updates of their child's medication prescribed or otherwise;
- c. Ensure all reliever medication is kept within the expiry date;
- d. Ensure any other medication prescribed or otherwise is kept within the expiry date;
- e. Inform the school if their child's medical condition changes and if relevant provide an updated Asthma Medical Management plan signed by a registered medical practitioner.

8. Members of the School's Leadership Team or their nominee will ensure the individual student Asthma Action Plans remain current and are clearly communicated to and understood by relevant staff members.

Staff Training & Emergency Response:

- Staff members and administrative personnel who conduct classes which students at risk of asthma attend or who are required to provide First Aid support to these students are required to maintain 10392NAT Course in Emergency Asthma Management accreditation. This training will include strategies for asthma management, risk minimisation, recognition of allergic reactions, emergency treatment and practice with a metered dose inhaler/puffer.
- Training will be provided to all identified staff members annually, where practical, in the first preparation days of each school year before students start school. Training will be arranged for staff members who joins the school after this date at the first available opportunity.
- Staff members will be provided with a briefing annually on all students affected by Asthma. This will include all students enrolled, or recently diagnosed. This will occur at a predetermined Staff Meeting.
- Asthma plans are available to all staff. These are posted in classrooms and in the sick bay.
- Parents/guardians are responsible for ensuring their children have an adequate supply of appropriate asthma medication (including a spacer) with them at school at all times.
- The school will provide, and have staff trained in the administering of, reliever puffers (blue canister) such as Ventolin or generic versions and disposable spacer devices in all first-aid kits, including kits on excursions and camps. Clear written instructions on how to use these medications and devices will be included in each first aid kit, along with steps to be taken to treat severe asthma attacks.

- A nebuliser pump will not be used by the school staff unless a student's asthma management plan recommends the use of such a device, and only then if the plan includes and complies with the Vic Government School's Reference Guide – Asthma Medication Delivery Devices.
- All devices used for the delivery of asthma medication will be cleaned appropriately after each use.
- If no plan is available children are to be sat down, reassured, administered emergency first aid via a spacer if necessary

Asthma Risk Mitigation Strategies:

St Justin's Parish School will ensure that Asthma Risk Minimisation Strategies are implemented to ensure the welfare and safety of all students affected by Asthma and to reduce the likelihood of an Asthma episode occurring. Asthma Risk Mitigation Strategies that the school implements include, but are not limited to ensuring:

- At least one staff member with current 10392NAT Course in Emergency Asthma Management training is accessible and on duty at all times;
- Increased the supervision of the child on special occasions such as excursions, incursions or special event days;
- Tables and bench tops are washed down regularly after eating;
- Restrict the use of food and food containers, boxes and packaging in crafts, cooking and science experiments, depending on the allergens of the particular children;
- Students are closely supervised at lunch and snack times and encouraged to consume food in specified areas. To minimise risk, children should not 'wander around' whilst eating;
- Discussing outdoor activities as a staff for a risk minimisation e.g. smoke in the air;
- With students whose asthma is directly affected by food containing specified allergens or ingredients parents will be asked not to send food containing.

Evaluation

- This policy will be reviewed as part of the school's four-year review cycle.

Next Review Date: **01/07/2024**

APPENDIX A

ASTHMA CARE PLAN FOR EDUCATION AND CARE SERVICES

CONFIDENTIAL: Staff are trained in Asthma First Aid (see overleaf) and can provide routine asthma medication as authorised in this care plan by the treating doctor. Please advise staff in writing of any changes to this plan.

To be completed by the treating doctor and parent/guardian, for supervising staff and emergency medical personnel.

PHOTO OF STUDENT
(OPTIONAL)

PLEASE PRINT CLEARLY

Student's name: _____ DOB: _____

Plan date

____/____/20____

Review date

____/____/20____

MANAGING AN ASTHMA ATTACK

Staff are trained in Asthma First Aid (see overleaf). Please write down anything different this student might need if they have an asthma attack:

DAILY ASTHMA MANAGEMENT

This student's usual asthma signs:

- Cough
- Wheeze
- Difficulty breathing
- Other (please describe):

Frequency and severity:

- Daily/most days
- Frequently (more than 5 x per year)
- Occasionally (less than 5 x per year)
- Other (please describe):

Known triggers for this student's asthma (e.g. exercise*, colds/flu, smoke) — please detail:

- Does this student usually tell an adult if s/he is having trouble breathing? Yes No
- Does this student need help to take asthma medication? Yes No
- Does this student use a mask with a spacer? Yes No
- *Does this student need a blue/grey reliever puffer medication before exercise? Yes No

MEDICATION PLAN

If this student needs asthma medication, please detail below and make sure the medication and spacer/mask are supplied to staff.

NAME OF MEDICATION AND COLOUR	DOSE/NUMBER OF PUFFS	TIME REQUIRED

DOCTOR

Name of doctor _____

Address _____

Phone _____

Signature _____ Date _____

PARENT/GUARDIAN

I have read, understood and agreed with this care plan and any recommendations listed. I approve the release of this information to staff and emergency medical personnel. I will notify the staff in writing if there are any changes to these instructions. I understand staff will seek emergency medical help as needed and that I am responsible for payment of any emergency medical costs.

Signature _____ Date _____

Name _____

EMERGENCY CONTACT INFORMATION

Contact name _____

Phone _____

Mobile _____

Email _____

For asthma information and support, or to speak with an Asthma Educator, call **1800 ASTHMA** (1800 278 462) or visit asthma.org.au

