



ASTHMA POLICY

Purpose

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

Objective

To explain to Manchester 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.

Definitions

Asthma

Asthma is a long-term lung condition. For further information on asthma, refer to the DET PAL - Policy Library Resources tab.

Asthma Action Plan

A plan completed by a student's medical practitioner which outlines the student's known triggers and the emergency procedures to be taken in the event of an asthma flare-up or attack.

Blue-grey reliever medication

This is usually Airomir, Asmol, or Ventolin.

Nebuliser

A machine that converts liquid medicine into a fine mist that can then be inhaled.

Puffer

A pressurised metered dose inhaler (pMDI). The medicine contained in the inhaler is in a fine mist. When you press the canister, this mist is released, and you breathe in to deliver the medicine to your airways.

Spacer

A holding chamber device that makes it easier to take asthma medication from the type of puffer. A spacer can also make it easier to coordinate breathing in and pressing your puffer



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:

<ul style="list-style-type: none">• exercise	<ul style="list-style-type: none">• colds/flu
<ul style="list-style-type: none">• smoke (cigarette smoke, wood smoke from open fires, burn-offs or bushfires)	<ul style="list-style-type: none">• weather changes such as thunderstorms and cold, dry air
<ul style="list-style-type: none">• house dust mites	<ul style="list-style-type: none">• moulds
<ul style="list-style-type: none">• pollens	<ul style="list-style-type: none">• animals such as cats and dogs
<ul style="list-style-type: none">• chemicals such as household cleaning products	<ul style="list-style-type: none">• deodorants (including perfumes, after-shaves, hair spray and aerosol deodorant sprays)
<ul style="list-style-type: none">• food chemicals/additives	<ul style="list-style-type: none">• certain medications (including aspirin and anti-inflammatories)
<ul style="list-style-type: none">• laughter or emotions, such as stress	



Asthma management

If a student diagnosed with asthma enrolls at Manchester 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. Manchester Primary School will keep all Asthma Action Plans:
 - At the front office
 - Classroom for primary school students
 - Sick bay
 - First Aid Bag (for Camps and Excursions)
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 Manchester Primary School's Healthcare Needs Policy.

5. If a student diagnosed with asthma is going to attend a school camp or excursion, the 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 their classroom

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.	Sit the person upright <ul style="list-style-type: none">• Be calm and reassuring• Do not leave them alone• 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).• If the student's action plan is not immediately available, use the Asthma First Aid as described in Steps 2 to 5.
2.	Give 4 separate puffs of blue or blue/grey reliever puffer: <ul style="list-style-type: none">• Shake the puffer• Use a spacer if you have one• Put 1 puff into the spacer• Take 4 breaths from the spacer Remember – Shake, 1 puff, 4 breaths
3.	Wait 4 minutes <ul style="list-style-type: none">• If there is no improvement, give 4 more separate puffs of blue/grey reliever as above (or give 1 more dose of Bricanyl or Symbicort inhaler)
4.	If there is still no improvement call Triple Zero "000" and ask for an ambulance. <ul style="list-style-type: none">• Tell the operator the student is having an asthma attack• Keep giving 4 separate puffs every 4 minutes until emergency assistance arrives (or 1 dose of Bricanyl or Symbicort every 4 minutes – up to 3 doses of Symbicort)
5.	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



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

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

Staff	Completed by	Course	Provider	Cost	Valid for
Group 1 General Staff	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
Group 2 Specific Staff	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 Manchester Primary School	3 years

Manchester 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.

Manchester 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

Manchester Primary School will provide and maintain at least two Asthma Emergency Kits. One kit will be kept on school premises at Sick Bay and one will be a mobile kit for activities such as:

- Yard duty.
- Camps and excursions.

Manchester Primary School will provide an additional kit for every 300 students in Sick Bay. 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 (Manchester 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.

First Aid Officers will monitor and maintain the Asthma Emergency Kits. They 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 spaces.

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):

- Remove the metal canister from the puffer (do not wash the canister).
- Wash the plastic casing.
- 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 Manchester 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 Manchester Primary School's website so that parents and other members of the school community can easily access information about Manchester Primary School's asthma management procedures.

Epidemic Thunderstorm Asthma

Manchester 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.



ASTHMA ACTION PLAN

Take me when you visit your doctor

PATIENT NAME _____

PLAN DATE _____ **REVIEW DATE** _____

DOCTOR DETAILS

EMERGENCY CONTACT

NAME _____ **PHONE** _____

RELATIONSHIP _____

WELL CONTROLLED is all of these...

- needing reliever medication no more than 2 days/week
- no asthma at night
- no asthma when I wake up
- can do all my activities

Needs Plan reading or needs advice

TAKE preventer _____ day _____ night _____

Take the preventer each day until you're well
 Only the week or with my suffer

TAKE reliever _____

Only when I have asthma
 Only when I have asthma

FLARE-UP is any of these...

- needing reliever medication more than usual OR _____ days/week
- woke up overnight with asthma
- had asthma when I woke up
- can't do all my activities

Needs Plan reading or needs advice

TAKE preventer _____ day _____ night _____

Take the preventer each day until you're well
 Only the week or with my suffer

TAKE reliever _____

Only when I have asthma
 Only when I have asthma

START other medication _____

MAKE an appointment to see my doctor **THIS WEEK**

SEVERE is any of these...

- reliever medication not lasting 3 hours
- woke up frequently overnight with asthma
- had asthma when I woke up
- difficulty breathing

Needs Plan reading or needs advice

TAKE preventer _____ day _____ night _____

Take the preventer each day until you're well
 Only the week or with my suffer

TAKE reliever _____

Only when I have asthma
 Only when I have asthma

START other medication _____

MAKE an appointment to see my doctor **THIS WEEK**

I need to see my doctor with a hospital
 I need to see my doctor with a hospital

START other medication _____

EMERGENCY is any of these...

- reliever medication not working
- can't speak a full sentence
- extreme difficulty breathing
- feel asthma is out of control
- lips turning blue

Needs Plan reading or needs advice

CALL AMBULANCE NOW

000 (Not from your mobile)
 999 (From your mobile)

START ASTHMA FIRST AID

See page 100 (Asthma First Aid)

If you are using an anti-inflammatory medicine as your reliever, your doctor will discuss the correct plan for you.

Manchester Primary School

STUDENT HEALTH SUPPORT PLAN Cover Sheet

This plan outlines how the school will support the student's health care needs, based on health information from the student's medical health professional. This form must be completed for each student with an identified health care need (not including those with Asperger's as this is done via an Individualized Support Plan Management Plan - see [https://www.manchesterprimaryschool.co.uk/healthcare/individualized-support-plan-management-plan](#))

This Plan is to be completed by the principal or another representative with the parent/carer and student.

School: _____		Phone: _____
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 professional contact:

(usually, this plan should be developed based on health advice received via the appropriate Departmental Medical Advice form or a case of asthma, the Asthma Foundation's Special Asthma Action Plan. Please tick the appropriate form which has been completed and attach to this Plan. All forms are available from the [Health Support Planning Centre - School Policy and Advisory Data](#))

<input type="checkbox"/> General Medical Advice Form - For a condition with a long duration <input type="checkbox"/> General Medical Advice Form - Cystic Fibrosis <input type="checkbox"/> General Medical Advice Form - Acquired Brain Injury <input type="checkbox"/> General Medical Advice Form - Cancer <input type="checkbox"/> General Medical Advice Form - Diabetes	<input type="checkbox"/> Complex Specific Medical Advice Form - Epilepsy <input type="checkbox"/> Personal Care Medical Advice Form - For a condition that requires support for respite and positioning <input type="checkbox"/> Personal Care Medical Advice Form - For a condition that requires support for oral feeding and drinking <input type="checkbox"/> Personal Care Medical Advice Form - For a condition that requires support for continence
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List who will receive copies of this Student Health Support Plan:

1. Student's Family 2. Other _____ 3. Other _____

The following Student Health Support Plan has been developed with my knowledge and input.

Name of parent/carer or adult/nature minor student: _____ Signature: _____ Date: _____

Name of principal (or nominee): _____ Signature: _____ Date: _____

Privacy Statement
The school retains personal information as to the school and will not support for health care needs of the student. Where the provision of this information to the school is required for the school to provide a service to the student, the school will ensure that the information is held securely and is not disclosed to any other person, including those who are not directly involved in the student's care. The school will ensure that the information is held securely and is not disclosed to any other person, including those who are not directly involved in the student's care.

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 professional?

Other known health conditions:

When will the student commence attending school?

List any actions and timelines to enable attendance and any other provisions:

Support	What needs to be considered?	Strategy - how will the school support the student's health care needs?	Person responsible for ensuring the support
Overall Support:	It is necessary to develop the support during the school day.	For example, some medication should be kept at home and does not need to be brought to the school.	
	How can the appropriate support be provided in the simplest manner with minimal disruption to the education and care program?	For example, students using medication can often learn to use puffers and spacers at school. Department's First Aid Policy www.manchesterprimaryschool.co.uk/healthcare/first-aid-policy	
	Who should provide the support?	For example, the principal should conduct a risk assessment for staff and students. Check the support is with appropriate training and resources. If not, are there appropriate training resources available?	
	How can the support be provided in a way that respects dignity, privacy, comfort and safety and enables learning?	For example, staff should ensure that the support provided respects the student's dignity, privacy, comfort and safety and enables learning.	



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.

PLEASE PRINT CLEARLY

Student's name: _____ DOB: _____

PHOTO OF STUDENT
(OPTIONAL)

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/gray 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, _____ (name and signature) who signed with this care plan and any attachments 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



https://asthma.org.au/wp-content/uploads/About_Asthma/Schools/AACPED2018-Care-Plan-for-Schools-A4_2019.pdf



ASTHMA FIRST AID

- 1**  **SIT THE PERSON UPRIGHT**

 - Be calm and reassuring
 - Do not leave them alone

- 2**  **GIVE 4 SEPARATE PUFFS OF BLUE/GREY RELIEVER PUFFER**

 - Shake puffer
 - Put 1 puff into spacer
 - Take 4 breaths from spacer
 - Repeat until 4 puffs have been taken
 - Remember: Shake, 1 puff, 4 breaths

OR give 2 separate doses of a Bricanyl inhaler (age 6 & over) or a Symbicort inhaler (over 12)

- 3**  **WAIT 4 MINUTES**

 - If there is no improvement, give 4 more separate puffs of blue/grey reliever as above

OR give 1 more dose of Bricanyl or Symbicort inhaler

IF THERE IS STILL NO IMPROVEMENT

- 4**  **DIAL TRIPLE ZERO (000)**

 - Say 'ambulance' and that someone is having an asthma attack
 - Keep giving 4 separate puffs every 4 minutes until emergency assistance arrives

OR give 1 dose of a Bricanyl or Symbicort every 4 minutes - up to 3 more doses of Symbicort

 Translating and Interpreting Service
131 450



Contact Asthma Australia

1800 ASTHMA
(1800 278 462)

asthma.org.au

CALL EMERGENCY ASSISTANCE IMMEDIATELY AND DIAL TRIPLE ZERO (000) IF:

- the person is not breathing
- the person's asthma suddenly becomes worse or is not improving
- the person is having an asthma attack and a reliever is not available
- you are not sure if it's asthma
- the person is known to have Anaphylaxis - follow their Anaphylaxis Action Plan, then give Asthma First Aid

Blue/grey reliever medication is unlikely to harm, even if the person does not have asthma.

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Further Information and Resources

DET PAL – Policy and Advisory Library

- Asthma Australia: [Resources for schools](#)
- Policy and Advisory Library:
 - [Asthma](#)
 - [Treating an asthma attack](#)
- Health Care Needs Policy
- First Aid Policy

Asthma Policy Review

This policy was updated on:

Date: April 2021

Evaluation and Review: April 2022

Consultation with School Council:

Meeting # 494

Principal Signature

School Council President Signature