



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.	<p>Sit the person upright</p> <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.	<p>Give 4 separate puffs of blue or blue/grey reliever puffer:</p> <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 <p>Remember – Shake, 1 puff, 4 breaths</p>
3.	<p>Wait 4 minutes</p> <ul style="list-style-type: none"> • If there is no improvement, give 4 more separate puffs of blue/grey reliever as above <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"> • Tell the operator the student is having an asthma attack • Keep giving 4 separate puffs every 4 minutes until emergency assistance arrives <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

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 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> 22556VIC (accredited) OR <i>Course in Asthma Awareness</i> 10760NAT	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 administered.

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

Peak Flow reading (if used) above

TAKE preventer _____ day _____ night _____

TAKE reliever _____

Always carry my reliever medication

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

Peak Flow reading (if used) between and

my triggers and symptoms _____

TAKE preventer _____ day _____ night _____

for days then back to Well Controlled dose

TAKE reliever _____

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

Peak Flow reading (if used) between and

my triggers and symptoms _____

TAKE preventer _____ day _____ night _____

for days then back to Well Controlled dose

TAKE reliever _____

START other medication _____

MAKE an appointment to see my doctor **TODAY**

If unable to see my doctor/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

Peak Flow reading (if used) below

1 CALL AMBULANCE NOW
Dial Triple Zero (000)

2 START ASTHMA FIRST AID
Turn page for 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 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 <http://www.education.vic.gov.au/healthcare/health/Pages/asthma.aspx>)

This Plan is to be completed by the principal or nominee in collaboration 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 practitioner contact:

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

<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 orientation
<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 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/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 sixteen years of age. (See: [Child Protection Policy for Students - School Policy and Advisory Guide](#))

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

Privacy Statement
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 statute 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 POU Unit on 94372470.

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
Overall Support	Is it necessary to provide the support during the school day?	For example, some medication can be taken at home and does not need to be brought to the school.	
	How can the recommended support be provided in the simplest manner, with minimal interruption to the education and care program?	For example, students using nebulisers can often learn to use puffers and spacers at school.	
	Who should provide the support?	For example, the principal, should conduct a risk assessment for staff and ask: - Does the support fit with assigned staff duties and basic first aid training (see the Department's First Aid Policy www.education.vic.gov.au/trvweb/ohs/healthfirstaid.htm) - If so, can it be accommodated within current resources? - If not, are there additional training modules available	
	How can the support be provided in a way that respects dignity, privacy, comfort and safety and enhances learning?	For example, detail the steps taken to ensure that the support provided respects the student's dignity, privacy, comfort and safety and enhances 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/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 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



Date of approval: June 2018 | Approved by CEO Asthma Australia | Date of review: June 2018 | AACPD2018 Care Plan for Schools A4 | 6 June 2018



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



ASTHMA AUSTRALIA

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: June 2023

Evaluation and Review: February 2024

Consultation with School Council:

Meeting # 516

Principal Signature

School Council President Signature