

## Rationale:

To ensure that Lowanna College appropriately supports students diagnosed with asthma.

## Aim:

To explain to parents/carers, staff and students at Lowanna College 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.

## Implementation:

1. Asthma is defined as 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
- colds/flu
- smoke (cigarette smoke, wood smoke from open
- weather changes such as thunderstorms fires, burn-offs or bushfires) and cold, dry air
- house dust mites
- moulds
- pollens
- animals such as cats and dogs
- deodorants (including perfumes, aftershaves, hair spray and aerosol deodorant sprays)
- chemicals such as household cleaning products
- food chemicals/additives
- certain medications (including aspirin and anti-inflammatories)
- laughter or emotions, such as stress

## 2. Asthma Management:

If a student diagnosed with asthma enrolls at Lowanna College:

- a. Parents/carers must provide the school with an Asthma Care Plan (attached) 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.
- b. Parents/carers should also provide a photo of the student to be included as part of the student's Asthma Care Plan.
- c. Lowanna College will keep all Asthma Care Plans in an easily accessible folder in the First Aid office.
- d. 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 Lowanna College's 'Healthcare Needs Policy.'

- e. If a student diagnosed with asthma is going to attend a school camp or excursion, parents/carers are required to provide any updated medical information.
- f. If a student's asthma condition or treatment requirements change, parent/carers must notify the school and provide an updated Asthma Care Plan.
- g. School staff will work with parents/carers to review Asthma Care Plans (and Student Health Support Plans) once a year.

## 3. Student Asthma Kit:

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

- a. their own prescribed reliever medication labelled with the student's name
- b. their spacer (if they use one)

Students will be required to keep their asthma kits with them while at school, and on any camp or excursion.

## 4. Asthma Emergency Response Plan:

If a student is:

- a. having an asthma attack
- b. 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 Care 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 (or give 1 more dose of Bricanyl or Symbicort inhaler)</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 (or 1 dose of Bricanyl or Symbicort every 4 minutes – up to 3 doses of Symbicort)</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, and supervise the student in the First Aid office until either a parent/carer arrives or the student has access to their own reliever medication.</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

## 5. Training For Staff:

Lowanna College 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.	The Asthma Foundation of Victoria	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)	Course in Management of Asthma Risks and Emergencies in the Workplace 22282VIC (accredited)  OR  Course in Emergency Asthma Management 10392NAT (accredited)	Any RTO that has this course in their scope of practice	Paid by Lowanna College	3 years

Lowanna College will also conduct an annual briefing for staff on:

- the procedures outlined in this policy
- the causes, symptoms and treatment of asthma [as referred to the introductory information at the start of this policy]
- identities of the students diagnosed with asthma (as identified on COMPASS)
- 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 (students are to carry their own).

Lowanna College 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.

## 6. Asthma Emergency Kits:

Lowanna College will provide and maintain at least two Asthma Emergency Kits. One kit will be kept on school premises at First Aid office and one will be a mobile kit for activities such as:

- yard duty
- camps and excursions.

Lowanna College will also provide and maintain an additional kit for every 300 students, located in the First Aid office.

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 (Lowanna College 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 [attached].

The Lowanna College First Aid officer 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 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):

- 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.

#### 7. Management of Confidential Medical Information:

Confidential medical information provided to Lowanna College 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.

#### 8. Epidemic Thunderstorm Asthma:

Lowanna College will be prepared to act on the warnings and advice from the Department of Education and Training (DET) when the risk of epidemic thunderstorm asthma is forecast as high.

Students involved in College camps or excursions will be discreetly administered prescribed medications by the 'Teacher in Charge' in a manner consistent with the above procedures, with all details recorded. Completed records will be returned to the confidential medications register on return of the camp or excursion to Lowanna College.

Parents or guardians of students who might require injections are required to meet with the College Principal, or their delegate, to discuss the matter in detail.

This policy is to be read in conjunction with other policies and procedures relating to first aid.

## Evaluation:

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

This policy was last ratified by College Council on 19 November, 2018.

# Asthma care plan for education and care services



Photo of child (optional)

**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.

Date of approval: July 2014  
 Approved by: CEO Asthma Australia  
 Date of review: July 2016

AA Care Plan for Ed-Care-Serv 0714  
 July 16, 2014 9:14 PM

**PLEASE PRINT CLEARLY**

Child's name \_\_\_\_\_

Date of birth \_\_\_\_\_

**Managing an asthma attack**

Staff are trained in asthma first aid (see overleaf). Please write down anything different this child might need if they have an asthma attack:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Daily asthma management**

*This child'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 child's asthma (eg exercise\*, colds/flu, smoke) — please detail:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**Medication plan**

If this child 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 \_\_\_\_\_



# 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.)



## 4 If there is still no improvement call emergency assistance (DIAL 000)

- Say 'ambulance' and that someone 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 more doses of Symbicort).



### Call emergency assistance immediately (DIAL 000)

- 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 you are not sure if it's asthma
- If 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**



## Asthma Australia

Contact your local Asthma Foundation

**1800 ASTHMA** (1800 278 462) [asthmaaustralia.org.au](http://asthmaaustralia.org.au)

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Translating and  
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131 450

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# Asthma Emergency Kit Log



**Asthma  
Australia**

To find out more about asthma  
contact your local Asthma Foundation:  
**1800 278 462** (office hours)  
[asthmaaustralia.org.au](http://asthmaaustralia.org.au)

**This form is to be used by staff to record use of this Kit. It is in addition to the first aid log as required by worksite policies.**

This log should be completed whenever the kit is used and kept with the kit until it needs to be replaced.

Completed forms should be stored with the worksite first aid log.  
Additional forms can be downloaded at [asthmaaustralia.org.au](http://asthmaaustralia.org.au)

DATE	TIME	NAME of casualty	DESCRIBE presentation	ACTION TAKEN	PUFFER count (count down from 200)	WORKSITE REPORT COMPLETED (Yes/No)	EMERGENCY CONTACT notified	NAME of person making entry (print name and sign)
Eg. 1/7/11	10:30am	A. Zmah	Short of breath, coughing	Given 4 puffs with a spacer	196	Yes	Called emergency contact	J. Smith

