



## Asthma Policy

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### 1. Preamble

#### 1.1 Purpose

To ensure that our school supports students diagnosed with asthma.

#### 1.2 Scope

This Policy applies across the School.

#### 1.3 Related policies

First Aid policy

Anaphylaxis policy

### 2. Definitions

Asthma is a disease of the airways, the small tubes which carry air in and out of the lungs. When you have asthma symptoms, the muscles in the airways tighten and the lining of the airways swell and produce sticky mucus. These changes cause the airways to become narrow, so that there is less space for the air to flow in and out of the lungs.

### 3. Policy Statement

The impact of asthma on a student and their family cannot be underestimated, and is a life threatening condition. Employees need to be able to recognise the symptoms and triggers of asthma and know how to respond appropriately. In order to do this:

- 3.1 Gippsland Grammar will have an asthma action plan for each student diagnosed with asthma.
- 3.2 Gippsland Grammar will have a whole school policy to manage asthma and address staff asthma awareness training. Well maintained first aid kits, medication storage and management of confidential medical information will be provided.
- 3.3 Gippsland Grammar staff will be made aware of the asthma policy and know where to access student asthma plans and medication.
- 3.4 Parents will provide personal medication, as per their asthma plan, so that there is no sharing of medication, unless in an emergency.

### 4. Procedures

#### 4.1 Roles & Responsibilities

4.1.1 An allocated staff member will:

- Regularly contact parents to update each student's asthma plan ensuring that it contains:
  - the prescribed medication taken:
    - on a regular basis
    - as premedication to exercise
    - if the student is experiencing symptoms.
  - emergency contact details
  - business contact details of the student's medical/health practitioner
  - details about deteriorating asthma including:
    - signs to recognise worsening symptoms
    - what to do during an attack
    - medication to be used
  - an asthma first aid section and should:
    - specify no less than 4 separate puffs of blue reliever medication, with 4 breaths taken per puff every 4 minutes, using a spacer if possible.
- Regularly update school campus student health alerts and place in central place and sick bay.
- Regularly check asthma puffers are up to date in the first aid kits.

- 4.1.2 All teaching and first aid staff members will:
- Have appropriate asthma training which is up to date.
  - Have access to asthma emergency kits.
  - Know where to find asthma first aid information.
  - Know and use the asthma policy.
  - Know where the student health alerts are placed within the School to know which students have asthma and how to access their asthma plans.
  - Ensure the students' asthma plan is always followed.
  - Follow the Asthma Australia guidelines when an asthma attack is occurring which are as follows:
    1. Students to sit upright. Reassure and do not leave them alone
    2. One puff four breaths; can do this four times; use the spacer, shake in between puffs.
    3. Wait four minutes then you can repeat the medication procedure, use words to see how they are.
    4. Call the ambulance after you have done the above process four times if no improvement is evident. Continue with medication until ambulance arrives.
    5. If a student has anaphylaxis, treat for anaphylaxis not asthma, as per the School Anaphylaxis policy.
- 4.1.3 Parents
- Parents to provide updated asthma plan annually or at any time there is a change in the plan.
  - Parents to provide appropriate medication as per student's asthma plan and spacer.
- 4.1.4 The person in charge of any excursion or camp will ensure that:
- All staff attending are made aware of the asthma management plan for each student
  - Parents provide enough medication for the student if they are going away overnight
  - Enough asthma emergency kits are available for the camp or excursion needs

## 4.2 Support and Advice

Advise parents of Asthma Australia website [www.asthma.org.au](http://www.asthma.org.au)

## 4.3 Communication

The school should ensure open communication between the School and the parents. Regular sharing of information is important.

## 5 Review

This policy will be reviewed in 2018.

## 6 Acknowledgments

Asthma Australia Training for school and preschool staff brochure

The Victorian Schools Asthma Policy.

## Appendix: History

Version	Authorised by	Approval Date	Effective Date	Sections Modified	Location
1	A.C. Virgo	17 Sept 2012	8 Oct 2012		
2	J Henry	2015		1, 3, 4	