



Asthma Policy

North Melbourne Primary School

SCHOOL No 1402

NORTH MELBOURNE

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ASTHMA POLICY

Background:

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. These things make it harder to breathe.

Purpose:

- To provide, as far as practicable, a safe, healthy and supportive school environment that takes into consideration the needs of all students, including those who may suffer from asthma. All students can participate equally in all aspects of the student's schooling.
- To raise awareness about asthma and the school's asthma management policy in the school community.
- To engage with parents/carers of students at risk of asthma in assessing risks, developing risk minimisation strategies and management strategies for the student.
- To ensure that each staff member has adequate knowledge about asthma and the school's policy and procedures in responding to asthma attack.

Individual Asthma Action Plans:

The school will ensure that an Individual Asthma Action Plan is collected, in consultation with the student's Parents, for any student who has been diagnosed by a Medical Practitioner as being at risk of asthma. The Individual Asthma Action Plan will be in place as soon as practicable after the student enrolls and where possible before their first day of school.

The Individual Asthma Action Plan will set out the following:

- Information about the student's medical condition that relates to asthma
- Strategies to minimise the risk of exposure to known triggers while the student is under the care or supervision of School Staff, for in-school and out-of-school settings including; in the school yard, at camps and excursions, or at special events conducted, organised or attended by the School;
- The name of the person(s) responsible for implementing the strategies;
- Information on where the student's medication will be stored;
- The student's emergency contact details; and
- An Asthma Action Plan provided by the parent that:
 - Sets out the emergency procedures to be taken in the event of an asthma attack;
 - Is signed by a medical practitioner who was treating the child on the date the practitioner signs the emergency procedures plan; and
 - Includes an up to date photograph of the student.

Note: An example can be found on the Asthma Victorian website

www.asthmaaustralia.org.au/vic

School Staff will implement and monitor the student's Individual Asthma Action Plan.

The student's Individual Asthma Action Plan will be reviewed, in consultation with the student's Parents in all of the following circumstances:

- Annually;
- If the student's medical condition, in so far as it relates to asthma and the potential for anaphylactic reaction, changes; and
- As soon as practicable after the student has an asthma attack at School;

It is the responsibility of the Parents to:

- Provide the appropriate asthma Action Plan;
- Inform the School in writing if their child's medical condition changes and if relevant, provide an updated Asthma Action Plan;
- Provide an up to date photo for the Asthma Action Plan when that Plan is provided to the School and when it is reviewed; and
- Provide the School with the appropriate medication set out in the plan. (eg ventolin)

Prevention Strategies:

The school has considered risk Minimisation and Prevention Strategies for all attendees in school and out of school settings, which include (but are not limited to) the following:

- During classroom activities (including class rotations, specialist and elective classes)
- Between classes and other breaks
- During recess and lunchtimes
- Before and after school
- Special events including incursions, sports, cultural days, fetes or class parties, excursions and camp

See Appendix A for specific preventative strategies.

School Management and Emergency Response:

This section outlines North Melbourne's school management responsibilities and emergency response processes in the event of an asthma attack. Specific roles and responsibilities pertain to the Principal, Staff, First Aid Coordinator and Parents. See Appendix B for specific Roles and Responsibilities.

North Melbourne Emergency Response

1. A complete and up to date list of students identified as having a medical condition that relates to asthma is kept in:
 - First Aid Room in main Administration Office
2. Details of Individual Asthma Action Plans are located:
 - In First Aid Room located in the main Administration Office
3. List of Students with medical conditions including asthma are located in:
 - First Aid Room in main Administration Office
 - On Compass
4. Additional asthma medication is stored in:
 - First Aid in main Administration Office;
5. Communication with School Staff, students and Parents is to occur in accordance with the Communications Plan.

Responding to an incident:

1. Where possible, only School Staff with training in asthma management should administer the student's medication.
2. The Asthma medication should then be administered following the instructions in the student's Asthma Action Plan. If the student does not have an action plan then the generic action plan should be followed.

In School Environment

In the event of an asthma attack North Melbourne staff will:

1. Classrooms:

- a. Teacher calls to notify Admin Office.
- b. Admin Staff (First Aid trained) respond to emergency situation.

2. Yard

- a. Teacher calls to notify Admin Office.
- b. Admin Staff (First Aid trained) respond to emergency situation.
- c. Call an ambulance on 000 as soon as possible.
- d. A member of the School Staff will remain with the student who is displaying symptoms of asthma at all times.

Out of School Environment

1. Excursions and Camps –
 - a. Each individual camp and excursion requires risk assessment for student's attending that is at risk of asthma. The process will address:
 - The location of medication i.e. who will be carrying them. Is there a second medical kit? Who has it?
 - 'How' to get the asthma medication to a student; and
 - 'Who' will call for ambulance response, including giving a detailed location.
 - b. Emergency procedures will vary accordingly.
 - c. A team of School Staff trained in asthma management will attend each event.
 - d. Appropriate methods of communication to be discussed prior to camp, depending on the size of excursion/camp/venue. Mobile phone numbers are usual method for communicating.
 - e. Individual Asthma Action Plans for students with asthma are packed in appropriate First Aid Bag (Excursion or Camp).
 - f. Generic asthma medication is taken before leaving school grounds and returned upon return at the Administration Office.
 - g. Following an asthma attack, call an ambulance as soon as possible on 000. If you are using a GSM digital mobile phone which is out of range of your service provider, displays a message indicating emergency calls only, or does not have a SIM card, call 112.

If a student has an asthma attack the school must:

1.	Immediately call an ambulance (000/112).
2.	Treat the student according to their Asthma Action plan; if they do not have an Action plan the staff will follow the generic action plan for asthma.
3.	Reassure the student experiencing the reaction, as they are likely to be feeling anxious and frightened. Watch the student closely in case of a worsening condition. Ask another member of the School Staff to move other students away and reassure them elsewhere.
4.	Contact the student's emergency contacts.
5.	Complete first aid incident report on compass

Post-incident support

An asthma attack can be a very traumatic experience for the student, others witnessing the reaction, and Parents. In the event of an asthma attack, students and School Staff may benefit from post-incident counselling (e.g. EAP Service) or school psychologist.

Review

After an asthma attack has taken place that has involved a student in the School's care and supervision, it is important that the following review processes take place.

1.	Any medication is replaced if required.
2.	The student's Individual Asthma Action Plan should be reviewed in consultation with the student's Parents.
3.	The School's Asthma Action Policy should be reviewed to ensure that it adequately responds to asthma attacks by students who are in the care of School Staff.

Asthma medication for General Use:

North Melbourne PS will have general use asthma medication for emergency use; as a back- up to those supplied by parents.

The back-up medication is stored in the first aid room. The medication will also come with general use spacers

The expiry date on the medication will be monitored by the school's First Aid Officer and will be replaced when either used or has expired.

Communication Plan:

This section sets out North Melbourne Primary School's Communication Plan that provides information to all School Staff, students and Parents about asthma and the School's Asthma Management Policy.

The Communication Plan includes strategies for advising School Staff, students and Parents about how to respond to an asthma attack by a student in various environments including:

- During normal school activities including in the classroom, in the school yard, in all school buildings and sites including gymnasiums and halls; and
- During off-site or out of school activities, including on excursions, school camps and at special events conducted or organised by the School.

	Communication Provided	Timing	Target Audience
1	List of all Asthmatic students (and other medical conditions) made available in first aid room and on compass	Term 1: First Day of school year	Staff
2	Class lists for all Classrooms includes students with medical conditions including asthma	Term 1: First Day of school year OR if any changes to current list as required	Staff
3	Providing accredited asthma training	Every 2 years	Staff
4	Excursions/Camps <ul style="list-style-type: none"> • If required, the School will consult Parents of asthmatic students in advance to discuss Plans for appropriate management of asthma. • Taking students provided medication on all school excursions and camps. 	As required	Staff Parents
5	First Aid Coordinator advises parents of requirements to obtain Asthma Action Plan for student prior to commencing new school year OR if any changes to the student's condition.	Term 4 prior to school closing for end of year or upon new enrolment or as required	Parents
6	CRT briefed at start of day by a school staff member about student/s with medication conditions present in their care	As required	CRT Staff

Staff Training

All Teachers and other school staff who conduct classes at North Melbourne PS must have up to date training in an asthma management training course.

School Staff will undertake the following training:

- An Asthma Management Training Course; and subsequent refresher courses (as required by training provider)
- Participate in staff briefings relating to first aid and medical conditions on:
 - The School's Asthma Management Policy;
 - The identities of the students with asthma
 - The School's general first aid and emergency response procedures; and
 - The location of, and access to, asthma medication that have been provided by Parents or purchased by the School for general use.

Training will be provided to relevant School Staff as soon as practicable after the student enrolls, and preferably before the student's first day at School.

The Principal will ensure that while the student is under the care or supervision of the School, including excursions, yard duty, camps and special event days, there is a sufficient number of School Staff present who have successfully completed an asthma Management Training Course in the two years prior.

Annual Risk Management Checklist

The Principal and/or their nominee will complete an annual Risk Management Checklist as published by the Department of Training to monitor compliance with their obligations.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle or as required by the Department of Training.

Appendix A: Risk Minimisation and Prevention Strategies

In school settings

Classrooms
A copy of the student's Individual Asthma Action Plan in the first aid room.
Monitor weather conditions and act accordingly
A designated staff member should inform casual relief teachers, specialist teachers and volunteers of the names of any students at risk of asthma, the location of each student's Individual Asthma Action Plan, and each individual person's responsibility in managing an incident i.e.: seeking a trained staff member
Special events (sporting events, incursions, class parties, etc.)
Sufficient School staff supervising the special event must be trained in asthma management to be able to respond quickly to an asthma attack if required.
Out of school settings
Excursions, camps and sporting events
Students at risk of asthma will have sufficient school staff supervising the special event that are trained in asthma management and be able to respond quickly to an asthma attack if needed.
For each sporting event and excursion, a risk assessment should be undertaken to cover all students attending who are at risk of asthma. The risks may vary according to the number of students attending, the nature of the excursion/sporting event, size of venue, distance from medical assistance, the structure of excursion and corresponding staff-student ratio.
All school staff members present during the excursion need to be aware of the identity of any students attending who are at risk of asthma and be able to identify them by face.
School Staff participating in the camp should be clear about their roles and responsibilities in the event of an asthma attack. Check the emergency response procedures that the camp provider has in place. Ensure that these are sufficient in the event of an asthma attack and ensure all School Staff participating in the camp are clear about their roles and responsibilities.
Ensure contact details of emergency services are distributed to all School Staff as part of the emergency response procedures developed for the camp.
Spare asthma medication will be carried in the school first aid kit

Appendix B: Roles and Responsibilities

Principal

Principal	
1.	Ensure that the School develops, implements and reviews its School Asthma Management Policy
2.	Actively seek information to identify students with asthma or those who have been diagnosed as being at risk of asthma, either at enrolment or at the time of diagnosis (whichever is earlier).
3.	Ensure that Parents provide an Asthma Action Plan which has been signed by the student's Medical Practitioner and that contains an up-to-date photograph of the student with relevant medication.
4.	Ensure that a Communication Plan is developed to provide information to all School Staff, Students and Parents about asthma and the School's Asthma Management Policy.
5.	Ensure there are procedures in place for providing volunteers and casual relief staff of students with a medical condition that relates to asthma and their role in responding to asthma attack by a student in their care.
6.	Ensure that relevant School Staff have successfully completed an asthma management-training course, and that it is kept up to date as required.
7.	Ensure that relevant School Staff are briefed by a staff member on: <ol style="list-style-type: none"> a. The School's Asthma Management Policy; b. The identities of students diagnosed at risk of asthma and the location of their medication; c. The School's general first aid and emergency procedures; and d. The location of asthma medication that have been purchased by the School for General Use.
8.	Encourage ongoing communication between Parents and School Staff about the current status of the student's asthma, the school's policies and their implementation.
9.	Ensure that the student's Individual Asthma Action Plan is reviewed in consultation with Parents annually, when the student's medical condition changes and as soon as practicably after a student has an asthma attack at School.
10.	Ensure the Risk Management processes for asthma is completed annually.
11.	Arrange to purchase and maintain an appropriate number of asthma medication for general use

School Staff

All School Staff have a duty of care to take reasonable steps to protect a student in their care from risks of injury that are reasonably foreseeable. This includes administrators, casual relief staff, specialist staff, sessional teachers and volunteers. To assist School Staff who conduct classes that students with a medical condition that relates to asthma, and others School Staff where relevant, a summary of some of the key obligations, and suggested prevention strategies, is set out below.

School Staff	
1.	Know and understand the School Asthma Management Policy.
2.	Know the identity of students who are at risk of asthma. Know the students by face.
3.	Understand the causes, symptoms, and treatment of asthma.
4.	Obtain regular training in how to recognise and respond to an asthma attack.
5.	Know where to find a copy of each student's Individual Asthma Action Plan quickly, and follow it in the event of an allergic reaction.
6.	Know the School's general first aid and emergency response procedures, and understand their role in relation to responding to an asthma attack.
7.	Know where students' asthma medication for General Use are kept.
8.	Know and follow the prevention and risk minimisation strategies in the student's Individual Asthma Action Plan.
9.	Plan ahead for special class activities (e.g. cooking, art and science classes), or special occasions (e.g. excursions, incursions, sport days, camp, cultural days, fetes and parties), either at School, or away from School.
10.	Raise student awareness about asthma and the importance of their role in fostering a School environment that is safe and supportive for their peers.

First Aid Coordinator

The First Aid Coordinator at North Melbourne PS works with the Principal to ensure that the Asthma Policy is implemented, reviewed, monitored and improved on an annual basis

First Aid Coordinator	
1.	Work with Principals to develop, implement and review the School's Asthma Management Policy.
2.	Obtain regular training in how to recognise and respond to an asthma
3.	Provide or arrange regular training to other School Staff to recognise and respond to asthma
4.	Keep an up-to-date register of students at risk of asthma.
5.	Work with Principals, Parents and students to develop, implement and review each Individual Asthma Action Plan to: <ul style="list-style-type: none">a. Ensure that the student's emergency contact details are up-to-date;b. Ensure that the student's Action Plan matches the student's supplied medication;c. Regularly check that the student's medication is not out-of-date, such as at the beginning or end of each term;d. Inform Parents if medication is nearly expirede. Ensure that the student's medication is stored correctly (at room temperature and away from light) in an unlocked, easily accessible place; andf. Ensure that a copy of the Individual Asthma Action Plan is stored with the student's medication
6.	Work with School Staff to conduct regular risk prevention, minimisation, assessment and management strategies.
7.	Work with School Staff to develop strategies to raise their own, students and school community awareness about asthma.
8.	Provide or arrange post-incident support (e.g. counselling) to students and School Staff, if appropriate.

Parents of a student at risk of asthma

Parents have an important role in working with the School to minimise the risk of asthma. Set out below is a summary of some of the key obligations for Parents, and some suggested areas where they may actively assist the School. This is a guide only, and is not intended to contain an exhaustive list to be relied upon by Parents.

Parents	
1.	Inform the School in writing, either at enrolment or diagnosis, of the student's medical conditions, and whether the student has been diagnosed at the time as being at risk of asthma.
2.	Obtain an Asthma Action Plan from the student's Medical Practitioner that details their condition, and any medications to be administered, and other emergency procedures and provide this to the School.
3.	Inform School Staff in writing of any changes to the student's medical condition and if necessary, provide an updated Action Plan.
4.	Provide the School with an up to date photo for the student's Action Plan when the plan is reviewed.
5.	Meet with and assist the School to develop the student's Individual Asthma Action Plan, including risk management strategies.
6.	Provide the School with appropriate medication that are current and not expired.
7.	Assist School Staff in planning and preparation for the student prior to camps, incursions, excursions or special events (e.g. class parties, cultural days, fetes or sport days).
8.	Inform School Staff in writing of any changes to the student's emergency contact details.
9.	Participate in reviews of the student's Individual Asthma Action Plan: <ol style="list-style-type: none">When there is a change to the student's condition;As soon as practicable after the student has an asthma attack at School; andAt its annual review;