

303 Asthma Policy and Procedure

Purpose

1. To ensure that Community College Gippsland and ECG Secondary College (to be known as CCG for the purpose of this policy), appropriately supports students diagnosed with asthma.
2. To meet CCG's duty of care obligations and to ensure the health and wellbeing of all students attending the CCG campuses.
 - a. CCG recognises the importance of staff education and the implementation of an Asthma Policy.
 - b. CCG recognises the importance of involvement and engagement with parents/carers/guardians of students and the ability of students to self-manage their asthma where appropriate.

Objective

3. To explain to CCG parents/carers, staff, and students the processes and procedures in place to support students diagnosed with asthma.

Scope

4. This policy applies to:
 - a. all staff, including casual relief staff, contractors, and volunteers
 - b. all students who have been diagnosed with asthma or who may require emergency treatment for asthma and their parents/carers.

Policy

5. CCG has a legal duty of care to determine if any enrolled or prospective students are diagnosed with Asthma. CCG will gain this information through the enrolment interview process and document this on the enrolment form and student management system upon enrolment.
6. The Senior Management team, Campus Principal or Campus Lead and/or Program Leaders will:
 - a. Provide staff with a copy of CCG's Asthma Management Policy and ensure staff are aware of asthma management strategies upon employment with CCG.
 - b. Provide asthma education and first aid training for staff through the CCG Online Induction portal or provide staff with the direct weblinks.
 - c. Provide parents/carers/guardians with a copy of CCG's Asthma Policy if the student is identified as an asthmatic at the time of enrolment. The parents/carers/guardians will also be provided with a blank asthma plan to be completed and signed by the student's medical practitioner and returned to the school.
 - d. The completed plans will be stored on Compass/aXcelerate under the students contact details.
 - e. Ensure the Medical Excursion form is completed by the parents/carers/guardians prior to any Excursion.

Document ID:	303 Asthma Policy and Procedure			No. of pages:	1 of 7
TOID:	4181	School no:	2062	Previous revision:	April 2024
Revision no.:	4	Revision date:	July 2024	Next revision:	April 2025 or as required

- f. Ensure the parents/carers/guardians of all students with asthma always provide reliever medication and a spacer for their child who attends CCG.
 - g. Ensure adequate provision and maintenance of asthma emergency kits for each campus and that each asthma emergency kit contains reliever medication, a spacer device, instructions outlining the first aid procedure and a record form.
 - h. Ensure that reliever medications within the asthma emergency kits are replaced regularly and have not expired, and that spacers are cleaned after each use.
 - i. Facilitate communication between management, staff, parents/carers/guardians and students regarding CCG's asthma management policy and strategies and communicate to parents/carers/guardians any concerns regarding asthma and students attending the campus.
 - j. Students who do not provide an Asthma plan will be provided with a blank Asthma Plan that is to be completed by a medical practitioner and signed by their parent/carer/guardian.
 - k. Identify and minimise, where possible, triggers of asthma symptoms for students as described below.
7. Staff will:
- a. Will complete the Online Asthma training as provided.
 - b. Read CCG's Asthma Management Policy and Procedures.
 - c. Be aware of the asthma first aid procedures.
 - d. Be aware of students with asthma & where their medication & personal spacers are stored.
 - e. Be aware of where to access the student's written asthma plans and asthma medications.
 - f. Identify, where possible, triggers of asthma symptoms and assist to minimise exposure for known triggers to students.
 - g. Ensure that students with asthma are not discriminated against in any way and can participate in activities safely and to their fullest abilities.
 - h. Promptly communicate to the Senior Management team, Campus Principal/Campus Lead, and parents/carers/guardians with any concerns regarding asthma and students enrolled in CCG.
8. Parents/Carers and Guardians of students will:
- a. Inform CCG if their child has asthma upon enrolment.
 - b. Read CCG's Asthma Management Policy and Procedures.
 - c. Participate and sign student Health Support Plans as required.
 - d. Provide a signed written asthma plan to CCG & ensure that it is updated at least yearly.
 - e. Provide CCG with their child's reliever medication along with a spacer (required for 'puffer' medication) for all times the child is attending CCG, unless the child is carrying the medication and spacer for self-management purposes.
 - f. Ensure that if their child is self-managing their asthma correctly the child always carries their reliever medication and spacer.
 - g. Promptly communicate all medical and health information relevant to their child to the Principal or Campus Lead.
 - h. Communicate any changes to their child's asthma or any concerns about the health of their child.

Document ID:	303 Asthma Policy and Procedure			No. of pages:	2 of 7
TOID:	4181	School no:	2062	Previous revision:	April 2024
Revision no.:	4	Revision date:	July 2024	Next revision:	April 2025 or as required

9. Students will:
 - a. Immediately inform staff if they experience asthma symptoms.
 - b. Inform staff if they have self-administered any asthma medication.
 - c. Always carry asthma medication and a spacer with them (if self-managing their asthma).
10. In the event of an Emergency all staff will call 000 and follow the Asthma Management Procedures and the students ASCIA Action plan which is stored on Compass/aXcelerate under the students contact portfolio section.

Procedure

11. 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.

12. 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.

13. 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 fires, burn-offs or bushfires)	• weather changes such as thunderstorms and cold, dry air
• house dust mites	• moulds
• pollens	• animals such as cats and dogs
• chemicals such as household cleaning products	• deodorants (including perfumes, after-shaves, hair spray and aerosol deodorant sprays)
• food chemicals/additives	• certain medications (including aspirin & anti-inflammatories)
• laughter or emotions, such as stress	

Document ID:	303 Asthma Policy and Procedure			No. of pages:	3 of 7
TOID:	4181	School no:	2062	Previous revision:	April 2024
Revision no.:	4	Revision date:	July 2024	Next revision:	April 2025 or as required

14. Asthma management

If a student diagnosed with asthma enrolls at CCG:

- a. Parents/carers must provide the College 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.
- b. Parents/carers should also provide a photo of the student to be included as part of the student's Asthma Action Plan.
- c. CCG will keep all Asthma Action Plans:
 - in the Asthma folder which is in First Aid at each Campus.
- 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 CCG's Healthcare Needs Policy.
- e. If a student diagnosed with asthma is going to attend a school camp or excursion, CCG 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 Action Plan.
- g. School staff will work with parents/carers to review Asthma Action Plans (and Student Health Support Plans) once a year.

15. 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)

Students will be required to keep their asthma kits with them while at school.

16. 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

CCG staff will endeavour to follow the Asthma First Aid procedures outlined in the table below. CCG staff may contact Triple Zero "000" at any time.

Document ID:	303 Asthma Policy and Procedure			No. of pages:	4 of 7
TOID:	4181	School no:	2062	Previous revision:	April 2024
Revision no.:	4	Revision date:	July 2024	Next revision:	April 2025 or as required

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.

17. CCG will also conduct an annual briefing for staff on:

- a. the procedures outlined in this policy
- b. the causes, symptoms, and treatment of asthma
- c. identities of the students diagnosed with asthma
- d. how to use a puffer and spacer
- e. the location of:
 - the Asthma Emergency Kits
 - asthma medication which has been provided by parents for student use.

18. CCG 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.

19. Asthma Emergency Kit

CCG will provide and maintain at least two Asthma Emergency Kits. One kit will be kept on school premises at the Administration office at each campus and one will be a mobile kit for activities such as:

- yard duty
- camps and excursions.

20. The Asthma Emergency Kit will contain:

- a. at least 1 blue or blue/grey reliever medication such as Airomir, Admol or Ventolin
- b. at least 2 spacer devices (for single person use only) to assist with effective inhalation of the blue or blue/grey reliever medication (CCG will ensure spare spacers are available as replacements). Spacers will be stored in a dust proof container.

Document ID:	303 Asthma Policy and Procedure			No. of pages:	5 of 7
TOID:	4181	School no.:	2062	Previous revision:	April 2024
Revision no.:	4	Revision date:	July 2024	Next revision:	April 2025 or as required

- c. 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
 - d. A record sheet/log for recording the details of an asthma first aid incident, such as the number of puffs administered.
21. The First Aid officer will monitor and maintain the Asthma Emergency Kits. They will:
- a. ensure all contents are maintained and replaced where necessary
 - b. 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
 - c. replace spacers in the Kits after each use (spacers are single person use only)
 - d. dispose of any previously used spaces.
22. The blue or blue/grey reliever medication in the Asthma Emergency Kits may be used by more than one student if 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):

- a. remove the metal canister from the puffer (do not wash the canister)
 - b. wash the plastic casing
 - c. rinse mouthpiece through the top & bottom under running water for at least 30 secs.
 - d. wash the mouthpiece cover
 - e. air dry then reassemble
 - f. test the puffer to make sure no water remains in it, then return to the Asthma Emergency Kit.
23. **Management of Confidential Medical Information**

Confidential medical information provided to CCG to support a student diagnosed with asthma will be:

- recorded on the student’s file
- shared with all relevant staff so that they can properly support students diagnosed with asthma and respond appropriately if necessary.

Please note: If your child no longer suffers from asthma the school will need this in writing from your doctor.

24. Communication Plan

This policy will be available on CCG’s website so that parents and other members of the school community can easily access information about CCG’s asthma management procedures.

25. Thunderstorm Asthma

CCG will be prepared to act on the warnings and advice from the Department of Education when the risk of epidemic thunderstorm asthma is forecast as high.

Communication

26. This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website
- Discussed at annual staff briefings/meetings
- Discussed at parent information sessions
- Reminders in our school newsletter/Compass Newsfeed
- Hard copy available from school administration upon request

Document ID:	303 Asthma Policy and Procedure			No. of pages:	6 of 7
TOID:	4181	School no.:	2062	Previous revision:	April 2024
Revision no.:	4	Revision date:	July 2024	Next revision:	April 2025 or as required

Further Information and Resources

Internal:

- Health Care needs policy
- First Aid Policy and procedure
- Anaphylaxis policy and procedures
- Student welfare, care, and safety policy
- Enrolment fees and Refunds Policy and Procedure
- Enrolment form
- Individual Asthma management plan
- Medication Management policy and Procedure
- Offsite activities policy and procedures

External:

- Asthma Australia: Resources for schools
- Policy and Advisory Library:
 - Asthma
 - Treating an asthma attack
- Education Training and Reform Act 2006
- VRQA Minimum Standards for Schools 2022
- Information Privacy Act 2000.

Document ID:	303 Asthma Policy and Procedure			No. of pages:	7 of 7
TOID:	4181	School no:	2062	Previous revision:	April 2024
Revision no.:	4	Revision date:	July 2024	Next revision:	April 2025 or as required