

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.

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- 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.

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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	
• laughter or emotions, such as stress	• certain medications (including aspirin & anti-inflammatories)

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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.

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Step	Action
1.	Sit the person upright: • 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: • 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. • 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. • 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:

- 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.

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:

- 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 (CCG will ensure spare spacers are available as replacements). Spacers will be stored in a dust proof container.

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- 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

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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.

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ATTACHMENT 1: 303-1 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 [Anaphylaxis](#))

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:			
☐ General Medical Advice Form - for a student with a health condition ☐ School Asthma Action Plan ☐ Condition Specific Medical Advice Form — Cystic Fibrosis ☐ Condition Specific Medical Advice Form — Acquired Brain Injury ☐ Condition Specific Medical Advice Form — Cancer ☐ Condition Specific Medical Advice Form — Diabetes			
☐ Condition Specific Medical Advice Form — Epilepsy ☐ Personal Care Medical Advice Form - for a student who requires support for transfers and positioning ☐ Personal Care Medical Advice Form - for a student who requires support for oral eating and drinking ☐ Personal Care Medical Advice Form - for a student who requires support for toileting, hygiene and menstrual health management			
List who will receive copies of this <i>Student Health Support Plan</i> :			
1. Student's Family 2. Other: _____ 3. Other: _____			
The following <i>Student Health Support Plan</i> 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 eighteen years of age. See: Decision Making Responsibilities for Students			
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 another law. You can 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 FOI Unit on 96372670.			

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ATTACHMENT 1: 303-1 Student Health Support Plan

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?	<i>For example, some medication can be taken at home and does not need to be brought to the school.</i>	
	How can the recommended support be provided in the simplest manner, with minimal interruption to the education and care program?	<i>For example, students using nebulisers can often learn to use puffers and spacers at school.</i>	
	Who should provide the support?	<i>For example, the principal should conduct a risk assessment for staff and ask:</i> <i>– Does the support fit with assigned staff duties, the scope of their position, and basic first aid training (see First Aid for Students and Staff)</i> <i>– Are additional or different staffing or training arrangements required?</i>	
	How can the support be provided in a way that respects dignity, privacy, comfort and safety and enhances learning?	<i>For example, detail the steps taken to ensure that the support provided respects the student's dignity, privacy, comfort and safety and enhances learning.</i>	

ATTACHMENT 1: 303-1 Student Health Support Plan

Support	What needs to be considered?	Strategy — how will the school support the student's health care needs?	Person Responsible for ensuring the support
First Aid	Does the medical/health information highlight any individual first aid requirements for the student, other than basic first aid?	<i>Discuss and agree on the individual first aid plan with the parent/carer.</i> <i>Ensure that there are sufficient staff trained in basic first aid (see First Aid for Students and Staff)</i> <i>Ensure that all relevant school staff are informed about the first aid response for the student.</i>	
	Are there additional training modules that staff could undertake to further support the student, such as staff involved with excursions and specific educational programs or activities?	<i>Ensure that relevant staff undertake the agreed additional training</i> <i>Ensure that there are contingency provisions in place (whilst awaiting the staff member to receive training), to facilitate the student's attendance at school.</i>	
Complex medical needs	Does the student have a complex medical care need?	<i>Is specific training required by relevant school staff to meet the student's complex medical care need?</i> <i>The Schoolcare Program enables students with ongoing complex medical needs to have their health care requirements met safely at school. This program is available to students who would be unable to attend school without the procedure being performed by appropriately trained staff. Following the referral process, RCH nurses will attend your school and provide specialist training to nominated school staff.</i> <i>Further information about the Schoolcare Program may be found in the Schoolcare Program Guidelines and Referral form at www.education.vic.gov.au/school/teachers/learningneeds/Pages/schoolcare-program.aspx</i>	
Personal Care	Does the medical/health information highlight a predictable need for additional support with daily living tasks?	<i>Detail how the school will support the student's personal care needs, for example in relation to nose blowing, washing hands, toileting care (including menstrual health management and other aspects of personal hygiene).</i> <i>Would the use of a care and learning plan for toileting or hygiene be appropriate?</i>	

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Support	What needs to be considered?	Strategy — how will the school support the student's health care needs?	Person Responsible for ensuring the support
Routine Supervision for health-related safety	Does the student require medication to be administered and/or stored at the School?	<i>Ensure that the parent/carer is aware of the school's policy on medication management.</i> <i>Ensure that written advice is received, ideally from the student's medical/health practitioner for appropriate storage and administration of the medication — via the Department's Medication Authority Form.</i> <i>Ensure that a medication log or equivalent official medications register is completed by the person administering the taking of the medication.</i>	
	Are there any facilities issues that need to be addressed?	<i>Ensure the school's first aid room/sick bay and its contents provide the minimum requirements and discuss whether other requirements can be facilitated in this room to meet the student's health care needs.</i> <i>Ensure the school provides necessary reasonable adjustments to assist a student who requires a wheelchair or other technical support. Discuss requirements and possible modifications with the parent/carer/student.</i>	
	Does the student require assistance by a visiting nurse, physiotherapist, or other health worker?	<i>Detail who the worker is, the contact staff member and how, when and where they will provide support.</i> <i>Ensure that the school provides a facility which enables the provision of the health service.</i>	
	Who is responsible for management of health records at the school?	<i>Ensure that information privacy principles are applied when collecting, using, retaining or disposing of personal or health information.</i>	
	Where relevant, what steps have been put in place to support continuity and relevance of curriculum for the student?	<i>For example, accommodation in curriculum design and delivery and in assessment for a student in transition between home, hospital and school; for a student's attendance (full-time, part-time or episodically).</i>	

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Support	What needs to be considered?	Strategy — how will the school support the student's health care needs?	Person Responsible for ensuring the support
Other considerations	Are there other considerations relevant for this health support plan?	<i>For example, in relation to behaviour, such as special permission to leave group activities as needed; planned, supportive peer environment.</i> <i>For example, in relation to the environment, such as minimising risks such as allergens or other risk factors.</i> <i>For example, in relation to communication, is there a need to formally outline the communication channels between the school, family and health/medical practitioner?</i> <i>For example, is there a need for planned support for siblings/peers?</i>	

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