



# ST JOSEPH'S PRIMARY SCHOOL BLACK ROCK

## St Joseph's Asthma Policy

### Purpose:

The aim of this policy is to document strategies for implementation of best practice asthma management within our school setting so that:

- All staff are aware of which individuals are asthmatic.
- All individuals who have asthma can receive appropriate attention as required.
- Staff can respond to the needs of those who have not been diagnosed with asthma and who have an asthma attack or difficulty breathing.

This policy is based on The Asthma Foundation recommendations and training and is current at March 2014.

The policy should be read in conjunction with:

- St Joseph's Medication Policy
- The Becoming Asthma Friendly resource pack
- Asthma Foundation VIC 's Policies
- Occupational Health and Safety Act

### Our Commitment:

Asthma management should be viewed as a shared responsibility. To this end each of the key groups within our school give the following undertakings:

### School Leadership will:

- Identify individuals with asthma during the enrolment process.
- Provide parents of students with asthma with a copy of the school's Asthma Policy upon enrolment if requested.
- Provide all staff with a copy of the Asthma Policy and Asthma training with a qualified practitioner on a yearly basis.
- Provide opportunity and encouragement for staff to attend regular asthma training and ensure that at least one trained member of staff is present during all onsite and offsite activities and excursions.
- Provide an Asthma Record to individuals with asthma upon enrolment. The completed Asthma Record is to be returned promptly, reviewed annually and kept in the first aid room on the wall.
- Ensure that all teachers are informed of those students with asthma in their care.
- Formalise and document school procedures for Asthma First Aid, for both individuals with a diagnosis of asthma, and those with no known diagnosis of asthma (first attack).
- Ensure that an Asthma First Aid posters are displayed in key locations in the school.
- Ensure that the Asthma Emergency Kits contain a blue reliever puffer and a disposable spacer device and concise written instructions on Asthma First Aid procedures.
- Provide a mobile Asthma Emergency Kit for use on excursions and activities offsite.
- Identify and where possible, minimise asthma triggers.
- Promptly communicate any concerns should it be considered that an individual's asthma is limiting his/her ability to participate fully in all school activities.

**Staff will:**

- Ensure that they maintain current training in managing an asthma emergency.
- Ensure that they are aware of anyone in their care with asthma.
- Optimise the health and safety of each student through supervised management of their asthma where required.
- Ensure that all regular prescribed asthma medication is administered in accordance with the information on the student's personal Asthma Record or Asthma Action Plan.
- Administer emergency asthma medication if required according to the Asthma Action Plan. If no Asthma Plan is available the Standard Asthma First Aid Plan should be followed immediately.
- Promptly communicate, to the Principal and where applicable, families, any concerns about asthma limiting a student's ability to participate fully in all activities.
- Provide the contact details of Asthma Foundation Vic if further asthma advice is needed.
- Regularly maintain all asthma components of the first aid kit to ensure all medications are current and any asthma devices are disposed after each use and then replaced.
- Encourage asthmatics to carry their reliever medication and use their medication as soon as symptoms develop.
- Identify and, where possible, minimise asthma triggers.

**Families will:**

- Inform staff, either upon enrolment or on initial diagnosis, if anyone has a history of asthma.
- Provide all relevant information regarding the student's asthma via the Asthma Record in consultation with their doctor.
- Notify the staff, in writing, of any changes to the Asthma Record during the year.
- Ensure that an adequate supply of appropriate medication (reliever) and spacer device clearly labelled is provided where applicable with the student's name.
- Ensure that all medication is within valid use by dates.
- Communicate all relevant information and concerns with staff as the need arises e.g. if asthma symptoms were present during the night.

**Asthma First Aid**

**Procedure if someone has an asthma attack.** In a case where someone is having an asthma attack, the staff should immediately: **Administer Asthma First Aid according to either:**

The provided Asthma Action Plan as signed by the parent and doctor and/ or doctor's written instructions

**OR AND if a first attack – Call an ambulance (Dial 000).**

**Record any asthma incident in the sickness book.**

**Date of Policy March 2014 To be reviewed 2015**

**Follow the Asthma First Aid Plan below**

If someone has difficulty in breathing and there is no notification on any written communication form about the student having asthma call an ambulance immediately and follow the Asthma First Aid Plan. No harm is likely to result from giving a reliever puffer to someone without asthma.

- **Step 1** Sit the person upright, stay calm and offer reassurance. Do not leave the person alone.
- **Step 2** Without delay, give four separate puffs of a blue reliever (Airomir, Asmol, Epaq or Ventolin). The medication is best given one puff at a time via a spacer device. Ask the person to take four breaths from the spacer after each puff of medication. If a spacer is not available simply use the puffer on its own.
- **Step 3** Wait four minutes. If there is little or no improvement repeat steps two and three.
- **Step 4** If there is still no improvement call an ambulance immediately (Dial 000). Continue to repeat steps two and three while waiting for the ambulance.