

# ASTHMA POLICY

## INTRODUCTION

Victory Christian College (VCC) is a child-centred environment that strives to ensure children feel safe and are safe. The College believes that the safety and wellbeing of children at risk of asthma is a whole-of-community responsibility. VCC is committed to educating the College community about asthma management. This involves actively engaging the parents/carers of each student with asthma in assessing risks and developing risk minimisation strategies for their child.

## AIMS

- To provide, as far as practicable, a safe and supportive environment in which students with asthma can participate equally in all aspects of the student's schooling.
- To raise awareness about asthma in the College community.
- To ensure that every staff member has adequate knowledge of asthma and emergency procedures.
- To ensure that the risks associated with asthma are minimised so that all students can feel safe at school or when participating in College events and activities.

## IMPLEMENTATION

### Individual Asthma Risk Minimisation Plans

The School Nurse will ensure that an Individual Asthma Risk Minimisation Plan (IASRMP) is developed, in consultation with the student's parents, for any student who has been diagnosed by a medical practitioner with Asthma.

The IASRMP will be in place as soon as practicable after the student enrolls, and where possible, before their first day of school for the year.

The following points will be included in an IASRMP:

- Information about the diagnosed student's Asthma, including the types of triggers the student has based on a written diagnosis from a medical practitioner.
- Strategies to minimise the risk of exposure to known and identified triggers while the students are under the care or supervision of school staff, for in-school and out-of-school settings including in the school yard, on camps and excursions, or at special events conducted, organised or attended by the College.
- The name or positions of the people responsible for implementing the strategies.
- Information about where the medication will be stored.
- An Asthma Action Plan for each student diagnosed with Asthma.

The College will implement and monitor the student's IASRMP. This plan will be reviewed, in consultation with the student's parents, in the following circumstances:

- Annually
- If the student's medical condition changes
- As soon as practicable after the student has a life-threatening or severe asthma attack at the College.
- When the student is to participate in an off-site special event, all-day excursion, or camp.

### College Prevention Strategies

The College will ensure that risk minimisation and prevention strategies are in place for all relevant 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;
- in canteens;
- during recess and lunchtimes;
- before and after school; and
- special events including incursions, sports, cultural days, fetes or class parties, excursions and camps.

## **General – All areas**

1. For any student diagnosed with Asthma:
  - a. A copy of the student's important documentation will be kept on Compass Chronicle for all staff to access:
    - i. IAsRMP, and
    - ii. Asthma Action Plan
  - b. The student will be flagged on Compass so staff are aware of the risk.
2. Staff will ensure they have their mobile phone with them for emergency purposes.
3. Where possible, conduct maintenance that may require the use of chemicals, such as painting, during school holidays.
4. Ensure all air purifiers are turned on during school hours.
5. Aerosol can deodorant sprays are not permitted on campus, or on school events.

## **Classrooms**

1. Rooms will be kept clean and tidy to avoid dust and mould.
2. Deep cleaning of classrooms to be completed on school holidays to limit dust disruption.
3. Physical activities should include an adequate warm-up and cool-down component.

## **School Yard**

1. Yard duty packs contain an Asthma Action Card with instructions for how to administer reliever medication (puffer), along with the medication and spacer needed.
2. A Communication Plan is in place for yard duty staff so all staff know:
  - a. how to inform the First Aid Team if a reaction occurs in break times
  - b. how medical information and additional support can be accessed quickly.
3. Allergies will be taken into consideration when adding new plants to the yard.
4. Avoid mowing the College grounds on windy days.
5. If there are extreme winds or smoke is present from nearby fires, affected students should be allowed to spend their lunch break in the gym or library if no other classroom has been officially opened as part of an extreme weather lunchtime timetable.

## **Special Events**

1. Sufficient supervision of students by staff trained in the use of reliever medication.
2. Asthma risks will be assessed when applying for event approval on Compass (this includes on-site and off-site events.)

## **Camps and Excursions**

1. Staff will make themselves aware of all students at risk of Asthma when planning for the event using Compass.
2. Third parties engaged in providing accommodation for camps will be given clear information about students at risk of asthma. This may include sharing Asthma Action Plans.
3. First Aid packs are prepared for camps or excursions. These include unassigned Asthma Emergency Kits, student medications and individual Asthma Action Plans as required.
4. Review the IAsRMP of any student with an asthma diagnosis who will attend the camp or excursion.
5. Students will be made aware of who the designated First Aid Officer is on camps.

## **Camps in Remote Settings**

1. Refer to strategies outlined for Camps and Excursions above.
2. Communication must be considered, including mobile phone access.
3. A printed copy of the Event Handbook from Compass must be taken to ensure access to medical information is readily available.

## **Interstate or Overseas Travel**

1. Refer to strategies outlined for Camps and Excursions, and Camps in Remote Settings above.
2. Staff planning the event will consult with parents regarding potential issues that may arise.
3. Risk Assessment will take into account risks associated with travel to/from the airport and the country. Staff planning the trip must be mindful of differences in weather conditions, air quality standards and mould, pollen or dust factors posed by international travel.
4. Information should be translated where required.
5. Record details of travel insurance, including contact details for the insurer.
6. Plan for adequate supervision of students by asthma-trained staff.

## Emergency Response

If a person is:

- showing symptoms of asthma
- having an asthma attack
- experiencing difficulty breathing for an unknown cause, even if they are not known to have asthma

College staff will follow the Asthma First Aid procedures outlined in the table below. School staff may contact 000 at any time.

If a student is displaying symptoms of Anaphylaxis, treat these symptoms first using an adrenaline autoinjector. See the Anaphylaxis Management Policy for further information.

Step	Action
1	<ul style="list-style-type: none"><li>▪ Sit the person upright. Be calm and reassuring</li><li>▪ Seek assistance from another staff member or reliable student to locate the student's reliever and Asthma Action Plan (where available), and the Asthma Emergency Kit.</li><li>▪ If the student's Action Plan is not immediately available, use the Asthma First Aid as described in Steps 2 to 5</li></ul>
2	<ul style="list-style-type: none"><li>▪ Give 4 separate puffs of blue or blue/grey reliever puffer:<ul style="list-style-type: none"><li>▪ Shake the puffer</li><li>▪ Use a spacer if you have one</li><li>▪ Put 1 puff into the spacer</li><li>▪ Take 4 breaths from the spacer</li></ul></li><li>▪ <b>Remember – Shake, 1 puff, 4 breaths</b></li></ul>
3	<ul style="list-style-type: none"><li>▪ Wait 4 minutes</li><li>▪ If there is no improvement, give 4 more separate puffs of reliever as above (or give 1 more dose of Bricanyl or Symbicort inhaler if that is part of their Action Plan)</li></ul>
4	<ul style="list-style-type: none"><li>▪ If there is still no improvement call 000 and ask for an ambulance.</li><li>▪ Tell the operator the student is having an asthma attack</li><li>▪ 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 if that is part of their Action Plan)</li></ul>
5	<ul style="list-style-type: none"><li>▪ 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</li></ul>

The School Nurse/First Aid Officers will alert the Principal or their delegate of the incident.

## Incident Reporting

Administration of medication for minor symptoms of Asthma will be logged on Compass.

If a major asthma incident occurs, the attending staff member must complete an Incident Report Form detailing the circumstances and management of the incident. This form should be submitted to the OHS Officer.

The OHS Officer will ensure the matter is passed on to the Principal, then file the report in a restricted access part of SharePoint and add the incident to the Incident Report Log (also on SharePoint.)

More information about reporting First Aid treatment- including incidents concerning staff health- can be found in the First Aid Policy.

## Location of Information and Medication

A complete and up-to-date list is kept on Compass of students identified as having asthma.

All asthma medications stored in the First Aid Room on site are kept in clearly labelled packs marked with the student's name, year level, homeroom, and include a copy of their Asthma Action Plan. All individual asthma medications will be kept in the First Aid Room unless an alternative location is clearly specified in the student's IAsRMP.

After-school hours events will be supplied with a First Aid pack. These packs include an unassigned reliever, disposable spacers, student personal medications and individual Asthma Action Plans as required.

## Principal Responsibilities

Where a child diagnosed with asthma is enrolled, the Principal will be responsible for ensuring the following takes place:

- Display a communication poster in staff workspaces with the names of relevant students.
- Ensure all Asthma Action Plans provided by parents are up to date. If the plan is out-of-date, parents/guardians will be contacted with a reminder to provide an updated plan to the College.
- When a student is newly enrolled and their enrolment form states that they have asthma, the Enrolments Registrar will notify the School Nurse to ensure that the condition is noted and appropriately added to Compass. Parents will then be communicated to by the School Nurse who will request and distribute all appropriate documentation.
- Ensure all asthma medication is within date, both the College unassigned reliever supplies and the medication provided by a parent.
- Ensure there is an adequate supply of disposable Asthma spacers
- Display a generic Asthma Australia First Aid Poster in the First Aid Rooms.
- The School Nurse or delegated staff member will complete an Annual Risk Management Checklist from Asthma Australia to monitor compliance with their obligations.
- Student personal spacers should be washed monthly or as required. Warm, soapy water should be used. Rinsing is not required. It should be left to air dry and the mouthpiece should be wiped before use. If blood or vomit has contaminated the spacer, it should be replaced by parents.

## Staff Responsibilities

- Each child with a diagnosis of asthma requires an Asthma Plan to be developed by a doctor, in consultation with the parents. Copies of these plans will be kept in the child's file and on Compass. Medication delivery devices e.g., Asthma puffers (e.g. Ventolin, Asmol) are to be provided by the parents, along with a Distributing Medication Authority Form.
- The Individual Asthma Action Plans for are located in the First Aid Room, on SharePoint, Compass. The online copies on SharePoint and Compass can be accessed by staff on excursions, camps and on special events held offsite or after hours.
- Medication is stored securely in the First Aid Room as required, and details are documented on Compass. In the event of an asthma attack, the student's Asthma Action Plan should be followed. If there is no Asthma Action Plan available, the staff member will need to follow the steps on the Asthma Australia First Aid Poster included in the First Aid Room, or Asthma Action Card in the First Aid and Yard Duty Bags.
- Be familiar with the IAsRMP for children they work with, which can be located on the student's Compass profile.
- Know the location of unassigned reliever medication if the student's is not immediately available.
- Follow the Prevention Strategies and Emergency Response procedures previously outlined in this Policy.

## Staff Training

All teaching, administration and relevant support staff will complete the Asthma Australia First Aid for Schools e-Learning. This course is valid for three years.

Twice a year, all staff with a direct student wellbeing responsibility will attend a First Aid Briefing relating to Asthma, conducted by an instructor who has completed Management of Asthma Risks and Emergencies in the Workplace 22556VIC.

This briefing session will cover the following topics:

- College Asthma policy
- The causes, symptoms and treatment of Asthma
- Identities of students diagnosed with Asthma, and where their personal medication is located.
- How to use a puffer and spacer.
- College general First Aid and emergency response procedures.
- Location of, and access to, asthma medications that have been provided by parents or purchased by the school for general use.

For any new staff, this briefing will be conducted as required by relevant trained staff or providers.

The Principal will ensure that a sufficient number of staff will be trained in Asthma management while students are under the care or supervision of the College. This includes excursions, yard duty, camps and special event days.

## Asthma Emergency Kits

The Principal, School Nurse or delegated staff member will ensure that salbutamol (reliever medication) is available for general use. Asthma Emergency Kits will be made available in each First Aid Bag (including Yard Duty bags) and in the First Aid Rooms. The Asthma Emergency Kits will contain the following items:

- Blue / Grey Reliever Medication (salbutamol), brands such as Airomir, Asmol or Ventolin.
- At least two disposable asthma spacers to assist with effective inhalation of medication.

- A generic Asthma Action Card that is to be followed if a personal Asthma Action Plan is unavailable.
- A notepad and pen for recording any details.

The Principal will determine the number of Asthma Emergency Kits required. In doing so, the Principal will take into account the following relevant considerations:

- The number of students enrolled at the College
- The accessibility of reliever medication that have been provided by parents of students with an Asthma diagnosis.
- The availability and sufficient supply of Asthma Emergency Kits in specified locations at the College, including in the school yard, and at excursions, camps and special events conducted or organised by the school.
- Reliever medication has a limited life, usually expiring within 18-24 months. When needing to be replaced, this will be done at an expense to the College at either expiry or use, whichever is first. No prescriptions are necessary to purchase salbutamol at any chemist (limits apply).

#### **Minimum Asthma Emergency Kit (AEK) Requirements**

<b>Site Characteristics</b>	<b>Minimum AEK requirements</b>
Less than 299 employees (and students)	2 Asthma Emergency Kits
300 - 399 employees (and students)	3 Asthma Emergency Kits
400 – 499 employees (and students)	4 Asthma Emergency Kits
500 - 599 employees (and students)	5 Asthma Emergency Kits
600 - 699 employees (and students)	6 Asthma Emergency Kits
700 - 999 employees (and students)	7 Asthma Emergency Kits
>1000 employees (and students)	7 + one first aid officer for every additional 100 employees and students

#### **Parent Responsibilities**

- Obtain an individual Asthma Action Plan from the student's medical practitioner that details their condition, any medications to be administered, and other emergency procedures.
- Inform the College in writing, if the student's medical condition relating to asthma changes, including whether they are experiencing an Asthma flare-up. If relevant, an updated Asthma Action Plan is required.
- Ensure that an up-to-date photo is provided to the College for their Asthma Action Plan if their child does not already have a digital College photo available.
- Ensure that up-to-date medication is provided to the College and is maintained. This medication will include a spacer if that is required by the student.
- Communicate with the College to develop the student's Individual Asthma Risk Minimisation Plan.
- Inform staff of any changes to the student's emergency contact details.
- Authorise relevant medications using the Distributing Medication Authority Form.
- Complete reviews of the student's IAsRMP and Asthma Action Plan:
  - Annually
  - If the student's medical condition changes
  - As soon as practicable after the student has an asthma attack at school
  - When the student is to participate in an offsite activity, such as camps and all-day excursions, or at special events conducted, organised or attended by the College (e.g. class parties, elective subjects, cultural days, fetes, incursions).

#### **Communication Plan**

The Principal is responsible for ensuring that a communication plan is developed to provide information to all school staff, students and parents about asthma and the College's Asthma Policy.

Information for parents and students will be communicated in the College newsletter and this Policy will be available on the VCC website for them to read.

The Principal is responsible for ensuring that staff are aware of the College's Asthma Policy and procedures through briefings twice a year, and Asthma Australia e-Learning every three years. Staff also have access to this Policy on the internal SharePoint site, and Staff Manual.

Communication Posters include the names, year levels and homerooms of all students who have been diagnosed with Asthma. These posters are updated as needed when new information is provided to the College. They are on display in staff workspaces and in the First Aid Rooms.

Casual Relief teachers are supplied with an up-to-date Communication Poster while they are on site.

Volunteers are made aware of students who are diagnosed with asthma as needed, depending on the nature of their volunteer work.

All visitors to the College including volunteers will sign-in at Administration. During the sign-in procedure, the basic four steps in an Asthma Action Plan is included, under the Privacy Policy, and will require a signature of agreement upon their understanding of the process.

## RELEVANT RESOURCES AND LEGISLATION

- Asthma Action Plans, National Asthma Council Australia, <https://www.nationalasthma.org.au/health-professionals/asthma-action-plans>
- Asthma Australia, 1800ASTHMA (1800 278 462).
- Asthma First Aid for Schools, <https://asthma.org.au/asthma-in-schools/training-for-schools/>
- Asthma Guidelines for Australian Schools, Asthma Australia, [https://asthma.org.au/wp-content/uploads/2022/01/AA24\\_AUS-Schools-Guide-A4\\_v11\\_web.pdf](https://asthma.org.au/wp-content/uploads/2022/01/AA24_AUS-Schools-Guide-A4_v11_web.pdf)
- Compliance Code: First Aid in the Workplace, 2021, WorkSafe Victoria, <https://www.worksafe.vic.gov.au/resources/compliance-code-first-aid-workplace>
- Education and Training Reform Regulations 2017 (Vic)
- Epidemic Thunderstorm Asthma, Better Health Channel, <https://www.betterhealth.vic.gov.au/health/conditionsandtreatments/thunderstorm-asthma>
- Occupational Health and Safety Act 2004 (Vic)
- Schools Asthma Health Check, Asthma Australia, <https://asthma.org.au/schools-asthma-health-check/>
- School Operations Guide: Asthma, Department of Education and Training, <https://www2.education.vic.gov.au/pal/asthma/>

## RELATED POLICIES, PROCEDURES AND OTHER DOCUMENTS

- Asthma Risk Minimisation Plan Guide
- Anaphylaxis Management Policy
- Camps and Excursions Policy
- Emergency Management Plan
- Enrolment Policy
- First Aid Policy
- Incident Report Form
- Incident Report Log
- Risk Management Policy
- Yard Supervision Policy

## POLICY DEVELOPMENT AND MANAGEMENT

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