



Francis Jordan Catholic School

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ASTHMA MANAGEMENT PROCEDURES

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 airways squeeze tight, the airways swell and become narrow and there is more mucus. These things make it harder 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.

Purpose

- To be committed to be an Asthma Friendly school as outlined by Asthma Australia
- 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 and the school's asthma management policy/guidelines in the school community
- To ensure that staff have knowledge about asthma and the school's guidelines and procedures in responding to an asthma flare-up.

Asthma Care Plan

The Principal will ensure that an Asthma Care Plan is developed in consultation with the student's parents/guardians and medical practitioner, for any student who has been diagnosed by a medical practitioner as having asthma.

The Asthma Care Plan will be in place as soon as practicable after the student is enrolled and where possible before their first day of school. The original is kept in the classroom medical file. A copy is given to the Support Officer, filed in the medical file in the first aid room and in the student's administration file.

The student's Asthma Care Plan will be reviewed, in consultation with the student's parents/guardians:

- Annually, and as applicable
- If the student's condition changes
- Immediately after the student has a severe asthma attack

It is the responsibility of the parents/guardians to:

- Provide an Asthma Care Plan completed by a medical practitioner
- Inform the school if their child's medical condition changes and if relevant provide an updated Asthma Care Plan

Medication

It is the responsibility of the parents/guardians to:

- Provide reliever medication, spacer and mask (under the age of 5 years)
- Keep a record of expiry dates and provide replacements when necessary

Communication

The Principal will be responsible for the provision of information to all staff, students and parents/guardians about asthma and development of the school's asthma management strategies.

Volunteers and casual relief staff will be informed on arrival at the school if they are caring for a student with asthma and their role in responding to an asthma flare-up.

Staff Training and Emergency Response

Teachers and other school staff, who have contact with the student with asthma are encouraged to undertake training in asthma management including how to respond in an emergency.

At other times while the student is under the care or supervision of the school, including excursions, playground duty, camps and special event days, the Principal must ensure that there is a sufficient number of staff present who have up to date training and know how to recognise and treat an asthma flare-up. Training will be provided to these staff as soon as practicable after the student enrolls.

Wherever possible, training will take place before the student's first day at school. Where this is not possible, an interim plan will be developed in consultation with the student's parents/guardians.

The school's Emergency Response Plan and the student's Asthma Care Plan will be followed when responding to an asthma flare-up.

Emergency Response Plan

Emergency 'Red Medical Alert' cards will be kept in all duty files, sports file, specialist area files, canteen file and classrooms. In the event of a student having an asthma flare-up

- Follow Asthma Care Plan.
- **ON DUTY** - A 'Red Medical Alert' card is to be sent to administration with 2 students (years 1 - 6) and 2 staff will bring the first aid backpack (containing reliever medication, spacer and mask) and hands-free telephone to the student having an asthma flare-up.
- **IN CLASS** – telephone administration or send 'Red Medical Alert' card (severe asthma flare-up) and obtain the student's reliever medication, spacer and mask (if applicable) from the student's school bag. 2 staff will bring First Aid backpack and hands-free telephone to student.
- A staff member will take the student's reliever medication, spacer and mask (if applicable) to the student (PK, K, PP).

- Student should be supported to self-manage their asthma flare-up in line with their age and stage of development. Otherwise staff should administer asthma reliever puffer.
- Administration and Principal must be advised if an ambulance is called.
- Staff member to wait at front letterbox for ambulance (PK,K,PP,YR1,YR2).
- Staff member to wait at entrance to staff carpark (YRs 3,4,5,6).
- Administration to contact parents.
- Document the incident.
- Staff members involved in a severe emergency response are to be offered debrief.
- Staff and students involved in a severe emergency response are to be offered counselling.

Risk Minimisation

Setting	Considerations
Classroom	<ul style="list-style-type: none"> • The student's Asthma Care Plan to be placed in classroom medical file. • A copy of the student's Asthma Care Plan to be placed in the first aid room medical file. • Student's reliever medication, spacer and mask (if applicable) is in the student's schoolbag. • Red Medical Alert cards to be kept on wall in classroom, in Specialist Area files and Sports file. • Casual/relief teachers should be made aware of the student's Asthma Care Plan by the partner teacher and relief procedure guidelines. • Minimise exposure to known triggers.
Playground	<ul style="list-style-type: none"> • Red Medical Alert cards to be kept in all duty files. • Staff trained to provide an emergency response to an asthma flare-up should be readily available during non-class times (e.g. recess and lunch). • Grass to be mowed out of school hours whenever possible. • Plant low allergy plants whenever possible.
Off-site school settings – excursions	<ul style="list-style-type: none"> • A copy of the student's Asthma Care Plan to be taken. • Student's reliever medication, spacer and mask (if applicable) to be taken and all staff made aware of its location. • First aid kit with spare reliever medication, spacer and mask to be taken. • Mobile phone to be taken. • One or more staff members who have been trained in how to recognise and treat an asthma flare-up to accompany the student on excursion. All staff present during the excursion need to be aware if there is a student with asthma. • Off-site Emergency Response Procedures form to be completed and taken.
Off-site school settings - camps	<ul style="list-style-type: none"> • A copy of the student's Asthma Care Plan to be taken. • Student's reliever medication, spacer and mask (if applicable) to be taken and all staff made aware of its location.

	<ul style="list-style-type: none">● First aid kit with spare reliever medication, spacer and mask to be taken.● Mobile phone to be taken.● A team of staff who have been trained how to recognise and treat an asthma flare-up should accompany the student on camp. All staff present need to be aware if there is a student with asthma.● A separate Camp Risk Management Plan is to be developed prior to camp.● Be aware of what local emergency services are in the area and how to access them.● Advise parents/guardians of the distance to emergency services.● Be aware of mobile network availability.
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Reviewed: 2015

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Reviewed: 2019

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Reviewed: 2022

Due for review: 2024