

ASTHMA POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact Keysborough Secondary College.
Phone 03 9798 1877 Acacia Campus or 03 9546 4144 Banksia Campus

PURPOSE

To ensure that Keysborough Secondary College appropriately supports students diagnosed with asthma. To explain to Keysborough Secondary College parents/carers, staff and students the processes and procedures in place to support students diagnosed with asthma.

SCOPE

This policy applies to

- f all staff, including casual relief staff, contractors and volunteers
- f all students who have been diagnosed with asthma or who may require emergency treatment for asthma and their parents/carers

POLICY

Asthma

Asthma is a long-term lung condition. People with asthma have

- f Deodorants (including perfumes, aftershave, hair spray and aerosol deodorant sprays)
- f Weather changes such as thunderstorms and cold, dry air
- f Colds and influenza
- f Certain medications (including aspirin and anti-inflammatories)
- f Laughter or emotions, such as stress

Asthma Management

If a student diagnosed with asthma enrolls at Keysborough Secondary College

- f Parents/carers must provide the school with an Asthma Action Plan which has been completed by the student's medical practitioner. The plan must outline:
 - o the prescribed medication taken by the student and when it is to be administered, for example as a premedication to exercise or on a regular basis
 - o emergency contact details
 - o the contact details of the student's medical practitioner
 - o the student's known triggers
 - o the emergency procedures to be taken in the event of an asthma flare-up attack.
- f Parents/carers should also provide a photo of the student to be included as part of the student's Asthma Action Plan (a Compass ID photo can be used when available)
- f Keysborough Secondary College will keep up-to-date Asthma Action Plans located in
 - o First Aid room
 - o Student File
 - o each student's Compass page indicated by a flag and auto-link electronic file
 - o the College Admin Drive as an electronic file
- f The Keysborough Secondary College Nurse may also work with parents/carers to develop a Student Health Support Plan which will include details on:
 - o how the Keysborough Secondary College will provide support for the student
 - o identify specific strategies
 - o allocate staff to assist the student
- f If a student diagnosed with asthma is going to attend a school camp or excursion, Keysborough Secondary College 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.
- f Keysborough Secondary College staff will work with parents/carers to review Asthma Action Plans (and Student Health Support Plans) at the beginning of the school year

Student Asthma Kit

All students diagnosed with asthma are required to have a student asthma kit at school which contains:

- f their own prescribed relief medication labelled with the student's name
- f their spacer (if they use one)

- f Student asthma kits will be stored in the First Aid room
 - o AND
- f Students are able to keep their asthma kits with them while at school

	<p><i>f</i> If the student's action plan is not immediately available, use the Asthma First Aid described in Steps 2 to 5.</p>
2.	<p>Give 4 separate puffs of blue or blue/grey reliever puffer:</p> <ul style="list-style-type: none"> <i>f</i> Shake the puffer <i>f</i> Use a spacer if you have one <i>f</i> Put 1 puff into the spacer <i>f</i> Take 4 breaths from the spacer <p>Remember– Shake, 1 puff, 4 breaths</p>
3.	<p>Wait 4minutes</p> <ul style="list-style-type: none"> <i>f</i> 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.	<p>If there is still no improvement call Triple Zero "000" and ask for an ambulance.</p> <ul style="list-style-type: none"> <i>f</i> Tell the operator the student is having an asthma attack <i>f</i> 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.	<p>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</p>

Staffwill

Keysborough Secondary College will also conduct a twice yearly briefing for all staff on:

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

Keysborough Secondary College 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

Asthma Emergency Kit

Keysborough Secondary College will maintain a minimum of one Asthma Kit for each 200 students.

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Keysborough Secondary College will provide and maintain multiple Asthma Emergency Kits. All be kept in

- f First Aid rooms of each campus

Management of Confidential Medical Information

Confidential medical information provided to Keysborough Secondary College to support a student diagnosed with asthma will be:

- f recorded on the student's file
- f shared with all relevant staff so that they are able to properly support students diagnosed with asthma and respond appropriately if necessary.

Epidemic Thunderstorm Asthma

Keysborough Secondary College will be prepared to act on the warnings and advice from the Department of Education and Training and the Bureau of Meteorology (BoM) when the risk of epidemic thunderstorm asthma is forecast as high.

FURTHER INFORMATION AND RESOURCES

- f [Asthma Australia](#)
 - o [Asthma Action Plan](#)
 - o [All Resources](#)
 - o [Resources for schools](#)
- f [Asthma Chronic Illness Alliance](#)
- f [Asthma Emergency Kits](#)

RELATED POLICIES AND RESOURCES

- f [Asthma Policy](#)
- f [Student Health Plan](#)

RELATED KEYSBOROUGH POLICIES

- f Duty of Care Policy
- f First Aid Policy
- f Medications Administration Policy
- f Health Care Needs Policy

COMMUNICATION

The parents and carers of students who are enrolled at Keysborough Secondary College identified as being at risk of an asthma attack will be provided with a copy of this policy.

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

- f Available publicly on the College website
- f Available on the Staff Intranet and Compass
- f Included in induction processes for relevant staff
- f Included in our Staff Handbook
- f Made available in enrolment information packs
- f Made available in hard copy from school administration upon request

The College Principal is responsible for ensuring that all relevant staff, including casual relief staff, canteen staff and volunteers are aware of this policy and Keysborough Secondary College procedures for managing asthma attacks.

Casual relief staff who are responsible for the care and/or supervision of students who are identified as being at risk of an allergic reaction will also receive a verbal briefing on this policy, their role in responding to an asthma attack and where required, the identity of students at risk.

POLICY REVIEW AND APPROVAL

Policy last reviewed	January 2024
Person Responsible for Policy Development	Accountabilities Assistant Principal
Approved by	Principal
Next scheduled review date	January 2027