



Asthma Policy & Procedure

2018

This procedure is applicable to: Teachers, Staff and Students

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ASTHMA POLICY

The Silver Tree Steiner School is committed to:

- Providing the necessary procedures to ensure the health and safety of all persons with asthma involved with the school.
- Raising the awareness of asthma amongst those involved with the school.
- Providing an environment in which young people with asthma can participate in all activities to their full potential

It will do this by providing a clear set of guidelines and expectations to be followed with regard to the management of Asthma.

PURPOSE

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

- All children enrolled at the site who have asthma can receive appropriate attention as required;
- The school can respond to the needs of children who have not been diagnosed with asthma and who have an asthma attack or difficulty breathing at the site.

CONSIDERATIONS

This policy has been developed in accordance with Asthma Foundation WA's Asthma Friendly Program and incorporates the essential criteria to become Asthma Friendly.

The policy should be read in conjunction with:

- The Asthma Friendly Guidelines for Schools and Preschools
- Any internal health policy from AISWA.

IMPLEMENTATION

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

The staff are responsible for:

- Implementing this policy on a daily basis.
- Ensuring that they maintain current Asthma First Aid Training.
- Identify students with Asthma during the enrolment process and document this information appropriately.
- Compile a list of students with Asthma and place this list in a secure but readily accessible place for teachers. Relief Teachers will be informed of this list and its location.
- Promptly inform parents/guardians of any concerns about Asthma limiting a student's ability to participate fully in all activities.
- Encouraging children of appropriate age to self-manage their Asthma, including using their reliever medication as soon as symptoms develop.
- Display the Asthma First Aid posters in key locations.

- Maintain the Asthma Emergency Kit to ensure medication is current and the spacer device and mask (if necessary) are ready to use. It is recommended that the school has a minimum of 2 kits plus an additional 1 for every 300 students.
- Provide a mobile Asthma Emergency Kit for use during activities outside of the school site.
- Identifying, and where possible, minimising asthma triggers as defined in student's asthma care plan.
- Ensure that parents/guardians of children with Asthma receive a copy of this policy.
- Provide families with the contact details for the Asthma Foundation should further information be required.

The Parents/Carers are responsible for:

- Informing the School that a student has Asthma, either upon enrolment or initial diagnoses.
- Providing all relevant information via the Asthma plan. Asthma care plans should be updated at least annually.
- Notifying the staff, in writing, of any changes to the asthma care plan, should any occur during the year.
- Consulting with the staff, in relation to the health and safety of their child and the supervised management of the student's asthma.
- Communicating all relevant information and concerns with staff as the need arises, e.g. if asthma symptoms were present during the night.
- Providing an adequate supply of appropriate medication (reliever) and spacer device clearly labeled with the child's name including expiry dates.
- Reading and being familiar with this policy.

SPORTS DAYS, EXCURSIONS AND CAMPS

Outdoor activities, including sports days and excursions provide a potential risk for students with asthma. *The Asthma Foundation of WA* recommends that for all sports days, excursions or camps:

- Ensure at least one staff member has current emergency asthma training and is capable of managing an acute asthma attack is present;
- If a student has asthma symptoms, follow the instructions on the student's written asthma action plan for handling exercise induced asthma;
- Notify parents/carers that it is their responsibility to ensure that their child has adequate supply of appropriate medication;
- Encourage students to continue taking their usual asthma medications and to always carry their blue Reliever or Doctor recommended medication;
- Carry a spacer, blue Reliever puffer and a copy of the Asthma First Aid Plan in the school's First Aid Kit/Asthma Emergency Kit.

In addition, for every school camp:

- Ensure *Student Asthma Records* are up to date (parents to provide an update form before camp);
- Provide catering staff with a record of those students who are known to have food allergies or whose asthma is triggered by food or food additives.

EMERGENCY PROCEDURE FOR AN ATTACK

The severity of an asthma attack can be determined by symptoms which may involve:

- *Mild:* Coughing, soft wheeze, minor difficulty in breathing and no difficulty speaking in sentences.
- *Moderate:* Persistent cough, loud wheeze, obvious difficulty in breathing and able to speak in short sentences only.
- *Severe:* Distress and anxiousness, gasping for breath, unable to speak more than a few words, pale and sweaty and may have blue lips.

Regardless of whether an attack of asthma has been assessed as mild, moderate or severe, emergency procedure must commence immediately.

If the person's condition suddenly deteriorates or you are concerned at any time call an ambulance immediately (Dial 000) and state that the person is having an asthma attack. In an asthma emergency, follow the Asthma First Aid Plan on the student's Asthma Record. If the documentation is not available, follow the Asthma Medical Emergency Plan.

If a person has difficulty breathing and is not known to have asthma, call an ambulance immediately and follow the Asthma Medical Emergency Plan. No harm is likely to result from giving a blue reliever puffer.

PLAN OF ACTION FOR A STUDENT WITH DIAGNOSED ASTHMA

The staff, together with the parents/carers of a student with asthma, will discuss and agree on the plan of action for the emergency management of an asthma attack consistent with the information provided on the student's asthma care plan and/or the 4 step Asthma First Aid Plan.

Administer Asthma First Aid according to either:

The student's asthma care plan as signed by the parents/carers and doctor and/or doctor's written instructions

OR where the plan is not available

Commence the standard asthma emergency protocol:

Step 1: Sit the student upright and remain calm and provide reassurance. Do not leave the student alone.

Step 2: Give 4 puffs of a blue reliever, one puff at a time, through a spacer device. Ask the student to take 4 breaths from the spacer after each puff.

Step 3: Wait 4 minutes.

Step 4: If there is little or no improvement, repeat steps 2 and 3. If there is still little or no improvement, call an ambulance immediately (Dial 000). Continue to repeat steps 2 and 3 while waiting for the ambulance.

- Parents/Carers should be notified of any medication used for an emergency asthma attack.
- In an emergency the blue reliever puffer can be the student's own, or accessed from the Asthma Emergency Kit. The Asthma Foundation recommends that only staff who are trained in Asthma First Aid should administer blue reliever medication from the Asthma Emergency Kit.
- Record any asthma incident and file the completed form with all incident reports.

Plan of action for a student who is not known to have asthma

- Step 1:** Call an ambulance immediately (dial 000) and state that the student is having breathing difficulties.
- Step 2:** Give 4 puffs of a blue reliever, one puff at a time, through a spacer device. Ask the student to take 4 breaths from the spacer after each puff.
- Step 3:** Wait 4 minutes.
- Step 4:** If there is little or no improvement, repeat steps 2 and 3. Continue to repeat steps 2 and 3 while waiting for the ambulance.
- Contact parents/carers immediately.
 - Record any asthma incident and file the completed form with all incident reports.
 - This treatment could be lifesaving for a student whose asthma has not been previously recognised and no harm is likely to result from giving a reliever puffer if the breathing difficulty was not due to asthma.

SINGLE PERSON USE OF SPACERS

Each Asthma Emergency Kit should contain at least 2 spacers as these are now designated as single person use due to infection control guidelines. A back-up supply should also be kept. Any spacer used by a student may then be kept at the school and used by that student (appropriately labeled), or sent home with its packaging for the student's own use.

Asthma Emergency Kits are first aid equipment. Ideally students also will have their own, named medication and spacer/mask for use in an emergency. Encouraging families to follow this practice will enhance their health and safety and minimise cost at the school.

ASTHMA EDUCATION OF STAFF/PARENTS/CARERS

The Asthma Foundation of WA recommends that an Asthma Education Session is conducted for all staff every three years. The Foundation will provide an Educator to conduct this free, one hour session at a time of mutual convenience. During this session essential asthma management topics will be covered including: symptoms, triggers, medications, how to assess an asthma attack and importantly, how to handle an asthma emergency. An asthma education session can also be conducted for parents/carers.

REVIEW

The policy will be reviewed annually by staff and the governing council and the review process will assess whether the policy has achieved its purpose by:

- Taking into account feedback from all parties regarding the effectiveness of the policy.
- Reviewing the adequacy of staff response to an emergency if one has occurred during the year.
- Discussing this policy and its implementation with parents/carers of students at risk of an asthma emergency to gauge their satisfaction with both the policy and its implementation in relation to their child.

REFERENCES

AISWA – Asthma Care for Students Guidelines

Available: <https://www.ais.wa.edu.au/index.cfm?view=member&partof=114&fid=132>

Appendix A – Sample Asthma Management Plan

This record is to be completed by parents/carers in consultation with their child’s doctor (general practitioner). Parents/carers should inform the school immediately if there are any changes to the management plan. Please tick the appropriate box, and print your answers clearly in the blank spaces where indicated.

Personal Details		
Student’s name.....		Gender M / F
(SURNAME)	(FIRST NAME)	
Date of birth:..... /...../.....	Form/Class:.....	Teacher:.....
Emergency contact (e.g. parent, carer):		
a. Name:.....	Relationship:.....	
Telephone No:.....(Hm)(Wk)	
b. Name:.....	Relationship:.....	
Telephone No:.....(Hm)(Wk)	
Usual Asthma Management Plan		
Child’s symptoms(eg. cough):.....		
Triggers(eg. exercise, pollens):		
Medication requirements:		
Name of medication	Method (eg. puffer & spacer, turbuhaler)	When, and how much?

In an **Emergency** follow the Plan below that has been ticked (✓)

Standard Asthma First Aid Plan

Step 1 Sit the student upright, remain calm and provide reassurance. Do not leave student alone.

Step 2 Give 4 puffs of a blue reliever puffer (*Ventolin, Airomir, Asmol, or Bricanyl*), one puff at a time, preferably through a spacer device*. Ask the student to take 4 breaths form the spacer after each puff.

Step 3 Wait 4 minutes.

Step 4 If there is little or no improvement, repeat steps 2 and 3.
If there is still little or no improvement, call an ambulance (Dial 000).
Continue to repeat steps 2 and 3 while waiting for an ambulance.

*Use a blue reliever puffer (*Ventolin, Airomir, Asmol, or Bricanyl*) on its own if no spacer is available.

OR

My Child’s Asthma First Aid Plan (attached)

Additional comments:

.....

I authorise school staff to follow the preferred Asthma First Aid Plan and assist my child with taking asthma medication should they require help. I will notify you in writing if there are any changes to these instructions. Please contact me if my child requires emergency treatment or if my child regularly has asthma symptoms at school.

Signature of Parent/Carer: **Date:**.....

I verify that I have read the preferred Asthma First Aid Plan and agree with its implementation.

Signature of Doctor: **Date:**.....