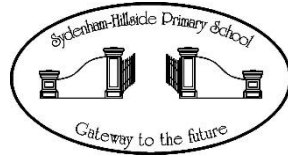


Sydenham-Hillside Primary School No3559



Asthma Policy

Rational

Asthma is a chronic health condition affecting approximately 10% of Australian children and Asthma is one of the most common reasons for child admissions to hospital and missed days of school. Asthma exacerbations can commonly occur while attending schools, particularly in February and May.

Scope

In order to meet the duty of care obligations and to ensure the health and wellbeing of all students attending, Sydenham-Hillside Primary School recognises the importance of staff education and the implementation of an asthma policy. The school recognises the importance of involvement and engagement with parents and carers of students and the ability of students to self-manage their asthma where appropriate.

Policy

The school will:

- Upon enrolment at the school, obtain a written asthma plan for all students diagnosed with asthma and ensure they are updated at least annually
- Store medical information and medications appropriately
- Ensure that students feel safe and supported at school
- Provide and maintain at least two asthma emergency kits
- Ensure that key staff, eg First Aid Officer, Physical Education teacher undertake Emergency Asthma Management (EAM) training as required
- Ensure the whole school community; principals, staff, volunteers, parents and carers, and students are aware of their obligations and best practice management of asthma in the school setting
- Provide staff with a copy of the asthma management policy and ensure staff are aware of asthma management strategies upon employment at the school
- Provide asthma education and first aid training for staff as required
- Upon enrolment of their child, provide parents and carers with a copy of the school's asthma policy
- Identify students with asthma during the enrolment process and provide parents and carers with a blank asthma plan to be completed and signed by the child's medical practitioner and returned to the school
- Where possible, ensure that all students with asthma have a current written asthma plan (must be updated at least annually)
- Ensure a School Camp and Excursion Medical Update Form is completed by parents/carers for off-site activities where possible
- Ensure the parents and carers of all students with asthma provide reliever medication and a spacer (and a face mask if required) at all times their child attends the school
- Ensure adequate provision and maintenance of asthma emergency kits for the school and that each asthma emergency kit contains reliever medication, two spacer devices, instructions outlining the first aid procedure and a record form
- Emergency kits will be available in first aid to be managed by first aid staff, and the gymnasium to be managed by the Physical Education Teacher
- Ensure that reliever medications within the asthma emergency kits are replaced regularly and have not expired, and that spacers are sterilised after each use
- Facilitate communication between management, staff, parents and carers, and students regarding the school's asthma management policy and strategies

- Promptly communicate to parents and carers any concerns regarding asthma and students attending the school
 - Identify and minimise, where possible, triggers of asthma symptoms for students
 - Ensure that students with asthma are not discriminated against in any way
 - Ensure that students with asthma can participate in all activities safely and to their fullest abilities.

The staff will:

- Be aware of the school's asthma management policy
- Be aware of the asthma first aid procedure
- Be aware of students with asthma and where their medication and personal spacers are stored
- Attend asthma education and training sessions when required
- Be aware of where to access written asthma plans, School Camp and Excursion Medical Update Forms, and asthma emergency kits
- Identify and minimise, where possible, triggers of asthma symptoms for students
- Ensure that students with asthma are not discriminated against in any way
- Ensure that students with asthma can participate in activities safely and to their fullest abilities
- Promptly communicate to the principal, parents and carers any concerns regarding asthma and students enrolled in the school.
- Parents will be contacted to discuss suitability of child's participation in physical activities if they refuse to carry their medication when instructed to (if self-managing)

Parents and carers will:

- Upon enrolment, inform the school if their child has asthma
- Read the school's asthma management policy which is on the school website
- Provide a signed written asthma plan to the school and ensure that it is updated at least yearly
- Provide a School Camp or Excursion Medical Update form as required
- Provide the school with their child's reliever medication along with a spacer (required for 'puffer-medication) for all times the child is attending the school, unless the child is carrying the medication and spacer for self-management purposes
- Promptly communicate all medical and health information relevant to their child to the principal and staff of the school
- Communicate any changes to their child's asthma or any concerns about the health of their child.
- Ensure that medication is in date, that there is sufficient medication, and that devices are cleaned and maintained
- Where the child is self-medicating, that they have signed and understood the Permission form to Self-Administer Medication
- Provide a notebook for the child where the child is self-medicating to enable the recording of medication taken

The students will:

- Immediately inform staff if they experience asthma symptoms
- Inform staff and record medication taken in a notebook if they have self-administered any asthma medication. To include: date, time taken, amount of medication taken
- Students who are self-managing will be required to keep their medication in their school bag at all times when in the classroom. To be taken home each day and returned the next
- Carry asthma medication and a spacer with them at all times, especially during physical activities both external and internal (if self-managing)
- Use their medication responsibly

Asthma First Aid

- Written first aid instructions on the students Asthma Action Plan are to be followed when administering first aid
- If no specific and signed instructions are available, the instructions are unclear, or the person does not have an Asthma Action Plan, **begin the first aid procedure immediately (as authorised by the Department of Education and Training)**

- **Call emergency assistance to attend (000) IF:**
 - The person’s asthma symptoms are severe
 - The person suddenly stops breathing
 - The person’s asthma symptoms continue to worsen
 - There is no Asthma Action Plan for the person
 - Blue/grey reliever medication is not available
 - You are unsure what is causing the breathing difficulty.

Evaluation

This policy will be reviewed as part of the school’s three year review cycle.

References and Related Documents

1. School Policy and Advisory Guide, Department of Education and Training, available at <http://www.education.vic.gov.au/school/principals/spag/health/Pages/conditionasthma.aspx>
2. Forms mentioned in this policy are available to download free of charge from the Resources section of The Asthma Foundation of Victoria website at www.asthma.or.au

This policy has been ratified by School Council on 17/09/2020

Principal

School Council President

