



# St Brigid's School

## Policy and Procedure Document

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# ASTHMA FRIENDLY

## 1. POLICY STATEMENT



### Values

St Brigid's School is committed to:

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

This policy has been developed in accordance with Asthma Foundation SA'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
- Asthma Foundation SA FAQ's Asthma management in education
- The CHESS guidelines
- Education and Care Services National Regulations Implementation

## 2. PROCEDURES







Asthma management should be viewed as a shared responsibility. To this end each of the key groups within this organisation 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.
-  Identifying students with asthma during the enrolment process and document this information appropriately.
-  Compiling a list of students with asthma and placing it in a secure but readily accessible location, which is known to all staff. Relief staff will be informed of the list and the location of the asthma care plans.
-  Promptly communicating any concerns to parents/carers if they are concerned about the student's asthma limiting his/her ability to participate fully in all activities.
-  Consulting with the parents/carers of students with asthma, in relation to the health and safety of their child and the supervised management of the student's asthma.
-  Encouraging children of appropriate age and ability to self-manage their asthma, including using their reliever medication as soon as symptoms develop.
-  Regularly maintaining all asthma components of the Asthma Emergency Kit to ensure medication is current and that a spacer and mask (if necessary) are ready to use and a spare spacer / mask is also available. It is recommended that organisations have a minimum of 2 kits plus an additional 1 for every 300 students.
-  Providing a mobile Asthma Emergency Kit for use during activities outside the site.
-  Ensuring that all regularly prescribed asthma medication is administered in accordance with the student's asthma care plan.
-  Identifying, and where possible, minimising asthma triggers as defined in student's asthma care plan
-  Providing families with the contact details of the Asthma Foundation if further asthma advice is needed.

## The Parents/Carers are responsible for:

Informing staff, either upon enrolment or on initial diagnosis, that their child has asthma.

-  Providing all relevant information regarding the student's asthma via the asthma care plan. Asthma care plans should be updated at least annually.
-  Notifying the staff, in writing, of any changes to the asthma care plan, if this occurs, during the year.
-  Providing an adequate supply of appropriate medication (reliever) and spacer device clearly labelled with the child's name including expiry dates.
-  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.
-  Reading and being familiar with this policy


## 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

In this situation staff will:

- Step 1: Call an ambulance immediately (dial 000) and state that the student is having breathing difficulty
- 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.

Responsibility for implementation, monitoring and review of the policy is vested at the level appropriate to the following roles: