

# Asthma Management Policy

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## 1. Purpose

To ensure that Rowville Secondary College appropriately supports students diagnosed with asthma.

## 2. Objective

To explain to Rowville Secondary College parents/guardians/carers, staff, identified volunteers\*, and students the processes and procedures in place to support students diagnosed with asthma.

For the purpose of this policy, the aims for the management of asthma within the College are:

- Ensure staff, identified volunteers\* and parents/guardians/carers are aware of their obligations and the best practice management of asthma at Rowville Secondary College
- Ensure that all necessary information for the effective management of children with asthma enrolled at Rowville Secondary College is collected and recorded so that these students receive appropriate attention when required
- Respond to the needs of students who have not been diagnosed with asthma and who experience breathing difficulties (suspected asthma attack) at the School.

## 2. Scope

This policy applies to:

- all staff, including casual relief staff and contractors
- all students who have been diagnosed with asthma or who may require emergency treatment for asthma and their parents/guardians/carers
- \* identified volunteers are those who have supervisory role such as attending camps

## 3. Policy

ASTHMA

## Symptoms

Symptoms of asthma can vary over time and often vary from person to person. The most common asthma symptoms are:

- breathlessness
- wheezing (a whistling noise from the chest)
- tight feeling in the chest
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- Information from students Asthma Action Plans will be uploaded onto Compass as soon as provided to the College.
  - Hard copies will be located in the Health Office.
4. School staff may also work with parents/guardians/carers to develop a Student Health Support Plan which will include details on:
- How the school will provide support for the student
  - Identify specific strategies
  - Allocate staff to assist the student
- Any Student Health Support Plan will be developed in accordance with Rowville Secondary College's Healthcare Needs Policy.
5. If a student diagnosed with asthma is going to attend a school camp or excursion, parents/guardians/carers are required to provide any updated medical information.
6. If a student's asthma condition or treatment requirements change, parent/guardians/carers must notify the school and provide an updated Asthma Action Plan as soon as reasonably practicable.
7. School staff will work with parents/guardians/carers to review Asthma Action Plans (and Student Health Support Plans) as required/ when asthma condition changes.

#### STUDENT ASTHMA KIT

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

- Their own prescribed reliever medication labelled with the student's name
- Their spacer (if they use one)

Students are encouraged to keep their asthma kits with them while at school.

#### ASTHMA EMERGENCY RESPONSE PLAN

If a student is:

- having an asthma attack
- difficulty breathing for an unknown cause, even if they are not known to have asthma

School staff will endeavour to follow the Asthma First Aid procedures outlined in the table below. School staff may contact Triple Zero "000" at any time.

Step	Action
1.	Sit the person upright <ul style="list-style-type: none"> <li>• Be calm and reassuring</li> <li>• Do not leave them alone</li> <li>• Seek assistance from another staff member or reliable student to locate the student's asthma kit (reliever and spacer if used), the school's Asthma Emergency Kit and the student's Asthma Action Plan (if available) and enact the plan.</li> </ul>



Staff are also encouraged to complete an online training program, provided by Asthma Australia to all school staff as an additional training method.

Rowville Secondary College will also conduct an annual briefing for staff on the procedures outlined in this policy

- the causes, symptoms and treatment of asthma
- identities of the students diagnosed with asthma
- how to use a puffer and spacer
- the location of:
  - the Asthma Emergency Kits
  - asthma medication which has been provided by parents for student use.

Rowville 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

Rowville Secondary College will provide and maintain at least two Asthma Emergency Kits at each campus. One kit will be kept on school premises at the Health Office and one will be a mobile kit for activities such as:

- Yard duty
- Camps and excursions.

Each First Aid Kit in the College contains an Asthma Emergency Kit. There are multiple First Aid Kits at each campus.

The Asthma Emergency Kit will contain:

- At least 1 blue or blue/grey reliever medication such as Airomir, Admol or Ventolin.
- At least 2 spacer devices (for single person use only) to assist with effective inhalation of the blue or blue/grey reliever medication (Rowville Secondary College will ensure spare spacers are available as replacements). Spacers will be stored in a dust proof container.
- clear written instructions on Asthma First Aid, including:
  - how to use the medication and spacer devices
  - steps to be taken in treating an asthma attack

An accident/injury parent notification will be completed to record the details of an asthma first aid incident, such as the number of puffs administered.

College nurse/First aid officer will monitor and maintain the Asthma Emergency Kits. They will:

- Ensure all contents are maintained and replaced where necessary
- Regularly check the expiry date on the canisters of the blue or blue/grey reliever puffers and place them if they have expired or a low on doses
- Replace spacers in the Kits after each use (spacers are single-person use only)
- Dispose of any previously used spacers.

The blue or blue/grey reliever medication in the Asthma Emergency Kits may be used by more than one student as long as they are used with a spacer and all parts are cleaned with an alcohol wipe. If the devices come into contact with someone's mouth, they will not be used again and will be replaced.

After each use of a blue or blue/grey reliever (with a spacer):

- Remove the metal canister from the puffer (do not wash the canister)
- Wash the plastic casing
- Rinse the mouthpiece through the top and bottom under running water for at least 30 seconds
- Wash the mouthpiece cover



- [Treating an asthma attack](#)
- RSC First Aid Policy
- RSC Distribution of Medication Policy
- RSC Health Care Needs Policy

#### POST INCIDENT SUPPORT

A member of the principal team and/or College Nurse will provide support to staff and students following a serious incident.

#### 5. Monitoring, evaluation

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