



TRARALGON SOUTH PRIMARY SCHOOL

ASTHMA POLICY

PURPOSE:

To ensure that Traralgon South Primary School appropriately supports students diagnosed with asthma.

OBJECTIVE:

To explain to Traralgon South Primary School parents/carers, staff and students the processes and procedures in place to support students diagnosed with asthma.

SCOPE:

This policy applies to:

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

POLICY:

1. Asthma:

Asthma is a long-term lung condition. People with asthma have sensitive airways in their lungs which react to triggers, causing a 'flare-up'. In a flare-up, the muscles around the airway squeeze tight, the airways swell and become narrow and there is more mucus. This makes it hard to breathe. An asthma flare-up can come on slowly (over hours, days or even weeks) or very quickly (over minutes). A sudden or severe asthma flare-up is sometimes called an asthma attack.

a. 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; and
- Persistent cough.

Symptoms often occur at night, early in the morning or during/just after physical activity. If asthma is well controlled, a person should only have occasional asthma symptoms.

b. Triggers:

A trigger is something that sets off or starts asthma symptoms. Everyone with asthma has different triggers. For most people with asthma, triggers are only a problem when asthma is not well controlled with medication. Common asthma triggers include:

• exercise	• colds/flu
• smoke (cigarette smoke, wood smoke from open fires, burn-offs or bushfires)	• weather changes such as thunderstorms and cold, dry air
• house dust mites	• moulds
• pollens	• animals such as cats and dogs
• chemicals such as household cleaning products	• deodorants (including perfumes, after-shaves, hair spray and aerosol deodorant sprays)
• food chemicals/additives	• certain medications (including aspirin and anti-inflammatories)
• laughter or emotions, such as stress	

2. Asthma Management:

If a student diagnosed with asthma enrolls at Traralgon South Primary School:

- a.** Parents/carers must provide the school with an Asthma Action Plan (attached) which has been completed by the student's medical practitioner. The plan must outline:
 - The prescribed medication taken by the student and when it is to be administered, for example as a pre-medication to exercise or on a regular basis;
 - Emergency contact details;
 - The contact details of the student's medical practitioner;
 - The student's known triggers; and
 - The emergency procedures to be taken in the event of an asthma flare-up or attack.
- b.** Parents/carers should also provide a photo of the student to be included as part of the student's Asthma Action Plan.
- c.** Traralgon South Primary School will keep all Asthma Action Plans in the student's classroom and in the First Aid Room.
- d.** School staff may also work with parents/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; and
 - Allocate staff to assist the student.

Any Student Health Support Plan will be developed in accordance with Traralgon South Primary School's Health Care Needs Policy.

- e. If a student diagnosed with asthma is going to attend a school camp or excursion, Traralgon South Primary School 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.
- g. School staff will work with parents/carers to review Asthma Action Plans (and Student Health Support Plans) once a year.

3. 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; and
- Their spacer (if they use one).

Student asthma kits will be stored in the students bag, allowing for immediate access and an ability to transport between the classroom and specialist classrooms.

4. Asthma Emergency Response Plan:

If a student is:

- Having an asthma attack; or
- Having 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 on the following page. School staff may contact Triple Zero "000" at any time.

Step	Action
1	Sit the person upright <ul style="list-style-type: none"> • Be calm and reassuring • Do not leave them alone • Seek assistance from another staff member or reliable student to locate the student's reliever, the Asthma Emergency Kit and the student's Asthma Action Plan (if available). • If the student's action plan is not immediately available, use the Asthma First Aid as described in Steps 2 to 5.
2	Give 4 separate puffs of blue or blue/grey reliever puffer: <ul style="list-style-type: none"> • Shake the puffer • Use a spacer if you have one • Put 1 puff into the spacer • Take 4 breaths from the spacer Remember – Shake, 1 puff, 4 breaths
3	Wait 4 minutes <ul style="list-style-type: none"> • If there is no improvement, give 4 more separate puffs of blue/grey reliever as above (or give 1 more dose of Bricanyl or Symbiocort inhaler)
4	If there is still no improvement call Triple Zero "000" and ask for an ambulance. <ul style="list-style-type: none"> • Tell the operator the student is having an asthma attack • 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	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

Staff will call Triple Zero "000" immediately if:

- the person is not breathing;
- if the person's asthma suddenly becomes worse or is not improving;
- if the person is having an asthma attack and a reliever is not available;
- if they are not sure if it is asthma;
- if the person is known to have anaphylaxis.

5. Training For Staff:

Traralgon South Primary School will arrange the following asthma management training for staff:

Staff	Completed by	Course	Provider	Cost	Valid for
Group 1: General Staff	School staff with a direct teaching role with students affected by asthma or other school staff directed by the principal after conducting a risk assessment.	Asthma first aid management for education staff (non-accredited) One hour face-to-face or online training.	Asthma Australia	Free to all schools	3 years
Group 2: Specific Staff	Staff working with high risk children with a history of severe asthma, or with direct student wellbeing responsibility, (including nurses, PE/sport teachers, first aid and school staff attending camp)	<i>Course in Management of Asthma Risks and Emergencies in the Workplace 22282VIC</i> (accredited) OR <i>Course in Emergency Asthma Management 10392NAT</i> (accredited)	Any RTO that has this course in their scope of practice	Paid by Traralgon South Primary School	3 years

Traralgon South Primary School will also make this policy available 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.

6. Asthma Emergency Kit:

Traralgon South Primary School will provide and maintain at least two Asthma Emergency Kits. One kit will be kept on school premises in the First Aid Room, and one will be a mobile kit for activities such as camps and excursions.

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 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.
- A record sheet/log for recording the details of an asthma first aid incident, such as the number of puffs administered [see template record sheet attached).

The school Business Manager or delegate 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); and
- 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. 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
- air dry then reassemble
- test the puffer to make sure no water remains in it, then return to the Asthma Emergency Kit.

7. Management of Confidential Medical Information:

Confidential medical information provided to Traralgon South Primary School to support a student diagnosed with asthma will be:

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

8. Communication Plan:

This policy will be available on Traralgon South Primary School's website so that parents and other members of the school community can easily access information about Traralgon South Primary School's asthma management procedures.

9. Epidemic Thunderstorm Asthma:

Traralgon South Primary School will be prepared to act on the warnings and advice from the Department of Education and Training when the risk of epidemic thunderstorm asthma is forecast as high.

REVIEW CYCLE:

This policy was last ratified by School Council on 15 June 2020 and is scheduled for review in 2021.

ASTHMA ACTION PLAN

Take this ASTHMA ACTION PLAN with you when you visit your doctor



<p>NAME _____</p> <p>DATE _____</p> <p>NEXT ASTHMA CHECK-UP DUE _____</p>	<p>DOCTOR'S CONTACT DETAILS</p>	<p>EMERGENCY CONTACT DETAILS</p> <p>Name _____</p> <p>Phone _____</p> <p>Relationship _____</p>
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☺ **WHEN WELL** *Asthma under control (almost no symptoms)* ALWAYS CARRY YOUR RELIEVER WITH YOU

Your preventer is: _____ (NAME & STRENGTH)

Take _____ puffs/tablets _____ times every day

Use a spacer with your inhaler

Your reliever is: _____ (NAME)

Take _____ puffs _____

When: You have symptoms like wheezing, coughing or shortness of breath

Use a spacer with your inhaler

Peak flow* (if used) above: _____

OTHER INSTRUCTIONS
[e.g. other medicines, trigger avoidance, what to do before exercise]

☹ **WHEN NOT WELL** *Asthma getting worse (needing more reliever than usual, having more symptoms than usual, waking up with asthma, asthma is interfering with usual activities)*

Keep taking preventer: _____ (NAME & STRENGTH)

Take _____ puffs/tablets _____ times every day

Use a spacer with your inhaler

Your reliever is: _____ (NAME)

Take _____ puffs _____

Use a spacer with your inhaler

Peak flow* (if used) between _____ and _____

OTHER INSTRUCTIONS Contact your doctor
[e.g. other medicines, when to stop taking extra medicines]

☹☹ **IF SYMPTOMS GET WORSE** *Severe asthma flare-up/attack (needing reliever again within 3 hours, increasing difficulty breathing, waking often at night with asthma symptoms)*

Keep taking preventer: _____ (NAME & STRENGTH)

Take _____ puffs/tablets _____ times every day

Use a spacer with your inhaler

Your reliever is: _____ (NAME)

Take _____ puffs _____

Use a spacer with your inhaler

Peak flow* (if used) between _____ and _____

OTHER INSTRUCTIONS Contact your doctor today
[e.g. other medicines, when to stop taking extra medicines]

Prednisolone/prednisone:

Take _____ each morning for _____ days

☹☹☹ **DANGER SIGNS** *Asthma emergency (severe breathing problems, symptoms get worse very quickly, reliever has little or no effect)*

DIAL 000 FOR AMBULANCE

Call an ambulance immediately
Say that this is an asthma emergency
Keep taking reliever as often as needed

Use your adrenaline autoinjector (EpiPen or Anapen)



* Peak flow not recommended for children under 12 years.

ASTHMA ACTION PLAN

what to look out for

WHEN WELL



THIS MEANS:

- you have no night-time wheezing, coughing or chest tightness
- you only occasionally have wheezing, coughing or chest tightness during the day
- you need reliever medication only occasionally or before exercise
- you can do your usual activities without getting asthma symptoms

WHEN NOT WELL



THIS MEANS ANY ONE OF THESE:

- you have night-time wheezing, coughing or chest tightness
- you have morning asthma symptoms when you wake up
- you need to take your reliever more than usual
- your asthma is interfering with your usual activities

THIS IS AN ASTHMA FLARE-UP

IF SYMPTOMS GET WORSE



THIS MEANS:

- you have increasing wheezing, cough, chest tightness or shortness of breath
- you are waking often at night with asthma symptoms
- you need to use your reliever again within 3 hours

THIS IS A SEVERE ASTHMA ATTACK (SEVERE FLARE-UP)

DANGER SIGNS



THIS MEANS:

- your symptoms get worse very quickly
- you have severe shortness of breath, can't speak comfortably or lips look blue
- you get little or no relief from your reliever inhaler

**CALL AN AMBULANCE IMMEDIATELY: DIAL 000
SAY THIS IS AN ASTHMA EMERGENCY**

**DIAL 000 FOR
AMBULANCE**

ASTHMA MEDICINES

PREVENTERS

Your preventer medicine reduces inflammation, swelling and mucus in the airways of your lungs. Preventers need to be taken **every day**, even when you are well.

Some preventer inhalers contain 2 medicines to help control your asthma (combination inhalers).

RELIEVERS

Your reliever medicine works quickly to make breathing easier by making the airways wider.

Always carry your reliever with you – it is essential for first aid. Do not use your preventer inhaler for quick relief of asthma symptoms unless your doctor has told you to do this.

To order more Asthma Action Plans visit the National Asthma Council website.

A range of action plans are available on the website – please use the one that best suits your patient.

nationalasthma.org.au

Developed by the National Asthma Council Australia and supported by GSK Australia.

National Asthma Council Australia retained editorial control. © 2015

National Asthma Council Australia
leading the attack against asthma

Asthma Emergency Kit Log



To find out more about asthma
contact your local Asthma Foundation:

1800 278 462 (office hours)
asthmaaustralia.org.au

This form is to be used by staff to record use of this Kit. It is in addition to the first aid log as required by worksite policies.

This log should be completed whenever the kit is used and kept with the kit until it needs to be replaced.

Completed forms should be stored with the worksite first aid log.

Additional forms can be downloaded at asthmaaustralia.org.au

DATE	TIME	NAME of casualty	DESCRIBE presentation	ACTION TAKEN	PUFFER count (count down from 200)	WORKSITE REPORT COMPLETED (Yes/No)	EMERGENCY CONTACT notified	NAME of person making entry (print name and sign)
Eg. 1/7/11	10:30am	A. Zmah	Short of breath, coughing	Given 4 puffs with a spacer	196	Yes	Called emergency contact	J. Smith

October 2011