



Procedure for Asthma Management

St Francis Xavier College procedures are designed to enable the College to enact the policies of the Diocese of Sale Catholic Education Limited (DOSCEL).

All College Procedures intentionally promote a child safe culture which prioritises the safety and wellbeing for all students.

Contents

Purpose	1
Scope.....	1
Context.....	1
Definitions	2
Procedure: Prevention.....	3
Procedure: Recognising Asthma	4
Procedure: Responding to Asthma Incidents	4
Procedure: Recording Incidents	7
Responsibilities.....	7
Compliance.....	10
Related documentation	10
Further Information.....	11
Record of Review.....	11
Appendix 1 - Asthma First Aid	12
Appendix 2 - Asthma Action Plan	13
Appendix 3 - Asthma Care Plan.....	14

Purpose

This document outlines the practices and procedures for asthma risk management and response.

Scope

This procedure applies to all students, families, and staff at the College.

The purpose of Student Health at the College is to promote and respond to student needs. However, in a case where a first aid response necessary, staff who are trained in first aid have a responsibility to use their first aid training to treat any person.

Decisions about treatment will be made while also considering the Duty of Care owed to other students.

Context

Asthma affects around 11% of Australian children and is one of the most common reasons for school absenteeism and hospital admission in school aged children.

Asthma attacks must be identified quickly and treated correctly to ensure the best outcome for students affected. Teachers and staff must be aware of the symptoms, triggers and best practice management of asthma so they can assist their asthmatic students while at College.

The College has a responsibility to support students diagnosed with asthma by:

- having a local school level asthma management procedure
- having an Asthma Action Plan and Student Health Support Plan for each student diagnosed with asthma
- providing their staff with the appropriate level of training (see below for details) regarding asthma management
- providing and maintaining an asthma emergency kit with equipment to manage asthma emergencies

Schools should follow advice and warnings that relate to a potential thunderstorm asthma event.

Definitions

Asthma

Asthma is a long-term lung condition of the airways (the passage that transports air into our lungs). People suffering from asthma have sensitive airways. These airways become inflamed (also known as a flare-up) when they are exposed to triggers. When the airways become inflamed, the narrowing airways cause significant, persistent and troublesome symptoms.

Asthma Action Plan

A plan completed by a student's medical practitioner which outlines the student's known triggers and the emergency procedures to be taken in the event of an asthma flare-up or attack.

Inhaler or Puffer

A pressurised metered dose inhaler (pMDI). The medicine contained in the inhaler is in a fine mist. When you press the canister, this mist is released, and you breathe in to deliver the medicine to your airways.

Nebuliser

A machine that converts liquid medicine into a fine mist that can then be inhaled.

Reliever medication

Medication contained in a blue or blue-grey coloured puffer that relieves the symptoms of asthma. Brands of reliever medication include Ventolin and Asmol.

Spacer

A holding chamber device that makes it easier to administer asthma medication from a puffer. Spacers are for single person use only.

Procedure: Prevention

The College is committed to supporting students who are diagnosed with asthma and assisting them to participate in all College activities. It is our practice that:

- We provide a clear set of guidelines for the management of asthma in our College. The guidelines in this procedure have been developed having regard to the publications of the Asthma Foundation Australia
- We establish procedures for responding to and dealing with students who have been diagnosed with asthma and procedures for responding to an asthma attack
- We identify and, where possible, minimise asthma triggers identified on a student's health plan
- Student medical records and Asthma Action Plans are communicated to relevant staff in a confidential manner, stored appropriately and updated regularly on our SIMON/PAM system
- Where possible, we encourage students with asthma to always keep their asthma reliever medication on their person and self-administer when required
- We inform parents/carers as soon as possible of concerns regarding a student's asthma, particularly where it is limiting the student's ability to participate fully in all activities
- Where necessary, we modify activities for the student with asthma in accordance with their needs
- We provide education, support and resources for staff, parents/carers, students and the wider College community on asthma awareness
- We place Asthma Emergency Kits - spacer device, Ventolin inhaler and Asthma First Aid Action Plan - in appropriate areas within the College and ensure staff know where to access them
- Our staff are trained by the Asthma Foundation to provide Asthma First Aid and how to use the equipment and medication in our Asthma Emergency Kits
- We display emergency Asthma First Aid posters in key locations around the College

Staff Asthma Training

Where possible, staff who work with students should complete non-accredited training in asthma first aid management.

The following school staff should undertake accredited training in asthma management by a Registered Training Organisation:

- staff working with high-risk students with a history of severe asthma
- staff with a direct student wellbeing responsibility, such as Student Health Officers
- staff in high-risk teaching areas, such as physical education and food technology

The following accredited asthma management courses are recognised for Victorian schools:

- 22556VIC Course in Management of Asthma Risks and Emergencies in the Workplace

All other staff should complete non-accredited training in asthma first aid management. All staff complete Asthma Australia's Asthma First Aid in Schools online training course every 3 years. Access to this course is communicated by the campus Student Health Officer who maintain a record of staff training and qualifications.

Avoiding Asthma Triggers

Triggers which may cause an asthma attack include, but are not limited to, the following:

- Colds and flu
- Exercise

- Cigarette smoke
- Dust, pollens and allergens
- Certain medications
- Some foods or preservatives
- Sudden changes in the weather

Exposure to asthma triggers should be minimised where practical.

Procedure: Recognising Asthma

How to Recognise an Asthma Attack

The symptoms of asthma depend on whether the attack is mild, moderate or severe, and include:

- Mild Attack: coughing, soft wheezing, minor trouble breathing.
- Moderate Attack: persistent coughing, loud wheezing, difficulty breathing, shortened sentences.
- Severe Attack: wheezing may be absent, distressed/anxious, pale/sweaty/blue lips, gasping for breath, few words per breath, sucking in of skin over ribs/throat.

Whether or not the student is known to have asthma, no harm is likely to result from giving reliever medication to someone without asthma.

If a student is believed to be having an asthma attack, administer a reliever medication as described in the Asthma First Aid Plan. Call an ambulance (000) in emergency situations.

Recognising Symptoms of Poorly Controlled Asthma

The following are indicators that a student's asthma is poorly controlled:

- Frequent absenteeism from College due to asthma
- Students use their reliever medication more than 3 times per week to ease asthma symptoms (this does not include using their reliever before exercise)
- Tiredness/poor concentration
- Student is unable to exercise or play sport due to asthma

If staff recognise a student who may have poorly controlled asthma, they will inform the campus Student Health Officer who will liaise with the student's parent/carer so that they can seek medical advice.

Procedure: Responding to Asthma Incidents

Asthma First Aid Plan

In an asthma emergency, staff are required to follow the student's Asthma Action Plan (if easily accessible) or the Asthma First Aid Plan. If no specific and signed instructions are available, the instructions are unclear, or the person does not have an Asthma Action/Care Plan, begin the Asthma First Aid Plan immediately (See Appendix 1).

Call for an ambulance (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/Care Plan for the person
- blue/grey reliever medication is not available
- you are unsure what is causing the breathing difficulty

Maintenance of Medical Records

Parents are requested to notify the College of all medical conditions, including asthma, as well as any medication that a student is required to take on an ongoing basis.

Student medical records are maintained in accordance with our Medical Records (Student) Procedure which includes a provision to ensure that the College is regularly updated as to the status of existing medical conditions including asthma.

Asthma Action Plan

An Asthma Action Plan is a written set of instructions prepared in partnership with the student's doctor that helps students to manage their asthma at different times.

The student's Asthma Action Plan should help them to:

- Recognise worsening asthma symptoms
- Start treatment quickly
- Seek the right medical assistance

Early attention to worsening asthma may prevent students from having a serious attack. Staff should encourage the parents/carers of students to ask their doctor for a written Asthma Action Plan.

For every student with asthma there should be a written Asthma Action Plan provided to the College.

Should parents fail to provide a plan, despite requests, staff must treat as per Asthma First Aid Plan.

The Asthma Action Plan will be stored in the SIMON/PAM Student Profile and updated at least annually.

Each staff member should fulfil their agreed roles as documented in a student's Asthma Action Plan and the College will inform parents as soon as possible of concerns regarding the student's health care.

Administering Prescribed Medication

Parents/carers of students who require prescribed asthma medication to be administered during College hours must notify the College of this requirement and collaborate with the College to work

out arrangements for supply, administration and storage of the prescribed medication in accordance with the College's Procedure for the Medication Administration Procedure.

Students who have been diagnosed with asthma should always carry their reliever medication while attending the College in case they need to use it, particularly for an asthma emergency. For more information, refer to our Medication Administration Procedure.

Asthma Emergency Kits

The College maintains a number of Asthma Emergency Kits for emergency response.

An Asthma Emergency Kit should contain:

- A spacer
- An in-date reliever medication
- Instructions for use

Asthma Emergency Kits are kept in the following locations at each campus:

- First Aid Office
- Sports Offices

On each occasion the Asthma Emergency Kits is used, notification should be sent to the Campus Student Health Officer so that a record can be made in the College's administration system (Synergetic).

Asthma Emergency Kits will be audited by the Student Health Officer after use and at least annually.

Exercise Induced Attack

Exercise is important for health and development. Students with asthma should be encouraged to be active. With good management, most students with asthma can exercise normally.

Any sporting activity (except SCUBA diving) is suitable for students with asthma.

College staff need to be particularly alert for asthma symptoms when students are participating in sports carnivals or endurance events (e.g. cross country). Asthma Emergency Kits should be made available if required, and staff trained in asthma management should attend such events.

The following guidelines have been produced by the Asthma Foundation for dealing with Exercise Induced Asthma (EIA).

Before Exercise:

- Students with exercise induced asthma should use their blue reliever or doctor recommended medication 5-20 minutes before exercising
- The student should always warm up before exercise or activity
- The student should always carry or have their reliever medication close by in case it is needed

During Exercise:

- If symptoms occur stop activity and take blue reliever or doctor recommended medication
- Return to activity only if free of symptoms
- If symptoms reoccur, take blue reliever or doctor recommended medication and do not return to activity

After Exercise:

- Cool down and be alert for asthma symptoms

Exercise should only be avoided when the student is unwell or when symptoms of asthma are present.

Thunderstorm Asthma

Thunderstorm asthma is a condition that is triggered by a combination of grass pollen in the air and certain thunderstorm conditions.

Thunderstorm asthma can affect people of any age. Certain people are more likely to be affected by thunderstorm asthma if they:

- have asthma or have had asthma in the past
- get seasonal hay fever that is triggered by pollens (this is also known as allergic rhinitis)
- are allergic to ryegrass pollen
- have undiagnosed asthma or are affected by pollen without being aware of it

In relation to the prevention and response to thunderstorm asthma the College will:

- monitor alerts and advice relating to thunderstorm asthma
- implement procedures to avoid exposure, such as staying indoors with windows and doors closed
- implement emergency response procedures and follow individual Asthma Action Plans as needed

Procedure: Recording Incidents

All medical incidents are recorded in the College's data systems (SIMON and Synergetic) in line with the Procedure for Medical Records (Students).

Administration of Asthma Medication (Reliever)

Any administration of medication should be done in accordance with the Administration of Medication Procedure of the College. This includes informing parents of administration of medication and recording the incident in the College's administration system (Synergetic).

Responsibilities

Principal

The Principal must:

- ensure that the College develops, implements and routinely reviews this procedure

- ensure there are procedures in place for providing information to College volunteers and casual relief staff about students who are at risk of asthma, and their role in responding to an asthma emergency for a student in their care
- provide access to appropriate training

Student Health Officer

Student Health Officers must:

- actively seek information to identify students who have been diagnosed with asthma, either at the time of enrolment or at the time of diagnosis (whichever is earlier)
- ensure that parents/carers provide an Asthma Action Plan which has been completed and signed by the student's medical practitioner
- ensure students' Asthma Action Plans are appropriately communicated to all relevant staff
- ensure that relevant College staff have access to and have successfully completed an approved Asthma Management Training Course and that their accreditation is current
- arrange to purchase and maintain an appropriate number of asthma inhalers for general use as part of the College's first aid kits and Asthma Emergency Kits
- provide advice and guidance to College staff about asthma management in the College, and undertake regular risk identification and implement appropriate minimisation strategies
- arrange post-incident support (e.g. counselling) to students and College staff, if appropriate, after an incident

In relation to management plans, Student Health Officers must:

- monitor student medical profile updates and request plans for any student newly diagnosed or new to the College
- audit management plans and their appropriate storage
- ensure the proper notification / alert is on the student profile
- send reminders to parents when Asthma management or action plans are due to expire and need to be updated

All Staff

College staff must:

- know and understand the requirements of these procedures
- understand the causes, symptoms, and treatment of an asthma emergency
- know the identity of students who are at risk of asthma, know their face and if possible, what their specific trigger is
- know where to find a copy of each student's Asthma Action Plan quickly, and follow it in the event of an allergic reaction
- obtain regular training in how to recognise and respond to an asthma emergency
- know the College's general first aid and emergency response procedures, and understand their role in relation to responding to an asthma emergency
- know and follow the risk minimisation strategies in the student's Asthma Management Plan
- plan ahead for special class activities (e.g. cooking, art and science classes), or special occasions (e.g. excursions, incursions, sport days, camp, cultural days, fetes and parties), either at the College, or away from the College

Parents/Carers

Parents/carers must:

- maintain their child's medical profile in PAM
- inform the College in writing, either at enrolment or diagnosis, whether the student has been diagnosed with asthma

- obtain and provide the College with an Asthma Action Plan from the student's medical practitioner that details:
 - their condition
 - any medications to be administered
 - any other relevant emergency procedures
- meet with and assist the College to develop and review the student's Individual Asthma Management Plan, including risk minimisation and management strategies
- provide any medication that needs to be administered while in the care of the College
- collaborate with the College in working out arrangements for the supply, administration and storage of prescribed medications
- inform College staff in writing (via usual College processes) of any changes to the student's emergency contact details

Compliance

Implementation

This policy is implemented through a combination of:

- College premises inspections
- Staff training and supervision
- Maintenance of medical records (PAM/SIMON)
- Effective incident notification procedures
- Effective communication procedures with the student's parents/carers
- Initiation of corrective actions where necessary

Reporting

- The description of any incident leading to an asthma emergency, along with First Aid administration notes must be recorded by the Student Health Officer in the First Aid Register (Synergetic)
- Any call for an ambulance must be communicated as soon as practicable to reception, the Deputy Principal – Head of Campus, and the Deputy Principal – Mission & Compliance

Review

After an asthma emergency has taken place that has involved a student in the College's care and supervision, the College's critical incident review will also include the following procedures:

- the student's Asthma Action Plan should be reviewed in consultation with the student's parent/carer
- this policy should be reviewed to ascertain whether there are any issues which require clarification or modification

Discipline for Breach of Policy

Where a staff member breaches this policy St Francis Xavier College may take disciplinary action.

Related documentation

Related legislation

- Privacy and Data Protection Act Vic 2014
- Health Records Act Vic 2001

Related DOSCEL Policy

- Student Duty of Care

Related College Procedures

- Child Protection Program

- Critical Incident (Emergency Situations) Response
- Anaphylaxis Management
- First Aid / Medical Incident Response
- Medication Administration
- Medical Records and Support Plans

Other

- Department of Education Victoria - www.education.vic.gov.au
Anaphylaxis Guidelines for Victorian Schools

Further Information

Further information can be obtained from:

- Student Health Team Leader
- Assistant Principal Wellbeing

Status of Procedure	
College Leader Responsible	Deputy Principal Wellbeing
Implementation Date / Last Reviewed	June 2024
Review Date [Commonly 1 – 2 Years]	June 2026
Local Governing Authority Approval	College Executive Team

Record of Review


Details of Amendments	By Whom	Date
<i>Review completed - No updates required</i>	Deputy Principal Wellbeing	February 2022
<ul style="list-style-type: none"> - Appendices updated - Minor changes - Clarification on staff and nonaccredited training (pg 3) 	Deputy Principal Wellbeing	June 2024

ASTHMA FIRST AID

Blue/Grey Reliever


Airomir, Asmol, Ventolin or Zempreon and Bricanyl

Blue/grey reliever medication is unlikely to harm, even if the person does not have asthma




DIAL TRIPLE ZERO (000) FOR AN AMBULANCE IMMEDIATELY IF THE PERSON:


- is not breathing
- suddenly becomes worse or is not improving
- is having an asthma attack and a reliever is not available
- is unsure if it is asthma
- **is known to have anaphylaxis. ALWAYS GIVE ADRENALINE AUTOINJECTOR FIRST, and then Reliever even if there are no skin symptoms**


1  **SIT THE PERSON UPRIGHT**

- Be calm and reassuring
- Do not leave them alone


2  **GIVE 4 SEPARATE PUFFS OF RELIEVER PUFFER**

- **Shake** puffer
- Put **1 puff** into spacer
- Take **4 breaths** from spacer
 - Repeat until **4 puffs** have been taken


 If using **Bricanyl**, give 2 separate inhalations (5 years or older)

3  **WAIT 4 MINUTES**


- If breathing does not return to normal, give **4 more separate puffs** of reliever as above

 **Bricanyl:** Give 1 more inhalation

IF BREATHING DOES NOT RETURN TO NORMAL

4  **DIAL TRIPLE ZERO (000)**

- Say **'ambulance'** and that someone is having an asthma attack
- Keep giving **4 separate puffs every 4 minutes** until emergency assistance arrives

 **Bricanyl:** Give 1 more inhalation **every 4 minutes** until emergency assistance arrives



ASTHMA AUSTRALIA

1800 ASTHMA
(1800 278 462)
asthma.org.au



Translating and Interpreting Service
131 450

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Photo (optional)

ASTHMA ACTION PLAN

Take me when you visit your doctor



Name:

Plan date: **Review date:**

Doctor details:

EMERGENCY CONTACT

Name:

Phone:

Relationship:

😊

WELL CONTROLLED is all of these...

- needing reliever medicine no more than 2 days/week
- no asthma at night
- no asthma when I wake up
- can do all my activities

Peak flow reading (if used) above

TAKE preventer

Name

morning night puffs/inhalations

• Use my preventer, even when well controlled • Use my spacer with my puffer

TAKE reliever

Name

puffs/inhalations as needed puffs/inhalations 15 minutes before exercise

• Always carry my reliever medicine

😐

FLARE-UP Asthma symptoms getting worse such as **any** of these...

- needing reliever medicine more than usual OR more than 2 days/week
- woke up overnight with asthma
- had asthma when I woke up
- can't do all my activities

Peak flow reading (if used) between and

My triggers and symptoms

TAKE preventer

Name

morning night puffs/inhalations for days then back to **well controlled** dose

TAKE reliever

Name puffs/inhalations as needed

START other medicine

Name/dose/days/other treatments

MAKE appointment to see my doctor same day or as soon as possible

😞

SEVERE Asthma symptoms getting worse such as **any** of these...

- reliever medicine not lasting 3 hours
- woke up frequently overnight with asthma
- had asthma when I woke up
- difficulty breathing

Peak flow reading (if used) between and

My triggers and symptoms

TAKE preventer

Name

morning night puffs/inhalations for days then back to **well controlled** dose

TAKE reliever

Name puffs/inhalations as needed

START other medicine

Name/dose/days/other treatments

MAKE appointment to see my doctor TODAY

• If unable to see my doctor, visit a hospital

OTHER INSTRUCTIONS

Other medicines, treatments, dose, duration, etc.

😱

EMERGENCY is any of these...

- reliever medicine not working at all
- can't speak a full sentence
- extreme difficulty breathing
- feel asthma is out of control
- lips turning blue

Peak flow reading (if used) below

1 **CALL AMBULANCE NOW**

Dial Triple Zero (000)

2 **START ASTHMA FIRST AID**

Turn page for Asthma First Aid

If you are using a dual purpose reliever, your doctor will discuss the correct plan for you. v19 Updated 13 October 2023

Appendix 3 - Asthma Care Plan

ASTHMA CARE PLAN FOR EDUCATION AND CARE SERVICES

CONFIDENTIAL: Staff are trained in Asthma First Aid (see overleaf) and can provide routine asthma medication as authorised in this care plan by the treating doctor. Please advise staff in writing of any changes to this plan.

To be completed by the treating doctor and parent/guardian, for supervising staff and emergency medical personnel.

PHOTO OF STUDENT
(OPTIONAL)

PLEASE PRINT CLEARLY

Student's name: _____ DOB: _____

Plan date
____/____/20____

Review date
____/____/20____

MANAGING AN ASTHMA ATTACK

Staff are trained in Asthma First Aid (see overleaf). Please write down anything different this student might need if they have an asthma attack:

DAILY ASTHMA MANAGEMENT

This student's usual asthma signs:

- Cough
- Wheeze
- Difficulty breathing
- Other (please describe):

Frequency and severity:

- Daily/most days
- Frequently (more than 5 x per year)
- Occasionally (less than 5 x per year)
- Other (please describe)

Known triggers for this student's asthma (e.g. exercise*, colds/flu, smoke) — please detail:

- Does this student usually tell an adult if s/he is having trouble breathing? Yes No
- Does this student need help to take asthma medication? Yes No
- Does this student use a mask with a spacer? Yes No
- *Does this student need a blue/grey reliever puffer medication before exercise? Yes No

MEDICATION PLAN

If this student needs asthma medication, please detail below and make sure the medication and spacer/mask are supplied to staff.

NAME OF MEDICATION AND COLOUR	DOSE/NUMBER OF PUFFS	TIME REQUIRED
www		

DOCTOR

Name of doctor

Address

Phone

Signature _____ Date _____

PARENT/GUARDIAN

I have read, understood and agreed with this care plan and any attachments listed. I approve the release of this information to staff and emergency medical personnel. I will notify the staff in writing if there are any changes to these instructions. I understand staff will seek emergency medical help as needed and that I am responsible for payment of any emergency medical costs.

Signature _____ Date _____

Name _____

EMERGENCY CONTACT INFORMATION

Contact name

Phone

Mobile

Email

For asthma information and support, or to speak with an Asthma Educator, call **1800 ASTHMA** (1800 278 462) or visit asthma.org.au

