

## Asthma Policy



### Help for non-English speakers

If you need help to understand the information in this policy please contact Jennings Street School – Ph 9360 9322 or [Jennings.street.sch@education.vic.gov.au](mailto:Jennings.street.sch@education.vic.gov.au).

### Rationale

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.

### Purpose

The purpose of this policy is to ensure that Jennings Street School appropriately supports students with a diagnosis of asthma.

### Objective

To explain to Jennings Street 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.

### Aims

- To provide, as far as practicable, a safe and supportive environment at Jennings Street School in which students with a diagnosis of asthma can participate equally in all aspects of the student's schooling.
- To raise awareness in the JSS community about asthma and the school's asthma management policy.
- To engage with parents/carers of students with asthma in assessing risks and developing risk minimisation strategies and management strategies for the student.
- To implement procedures to reduce Asthma triggers at School. E.g., Asthma friendly cleaning products, mowing or gardening out of School hours, and limiting dust.

### Implementation

- Asthma Care Plan for each student with an asthma diagnosis.
- Asthma Action Plan for each student. This plan refers to the management of asthma emergencies.
- Staff training:



- Asthma Education training for relevant staff to be completed once every three years.
- Emergency Asthma Management training for at least one member of staff, to be completed at least once every three years.
- Minimum of two Asthma emergency first aid kits on site. One of these kits will be in the first aid room. The other will be a mobile kit for use on camps and other excursions. A nominated Staff member will be responsible for checking and maintaining these kits.
- Asthma first aid posters to be placed in areas around the school where asthma management may take place. Including the Staff room and Sick Bay.
- Students/Schools asthma Spacers will be washed on a monthly basis with warm soapy water and left to air dry. A spacer will be replaced if contaminated with Blood or Vomit. Spacers are single person use only. A puffer will only be used by more than one person if a spacer is used.
- Exercise induced Bronchoconstriction procedures will be followed by Staff, including before (Give Blue reliever 15 minutes before exercise, allow student to warm up) During (if symptoms occur, stop activity, and repeat puffer) and after (ensure cool down activity and be alert for symptoms)
- Consistent with the Administration of Medication policy at Jennings Street School, any medication to be administered is to be stored in a first aid bum bag, marked 'student medication' within a locked cupboard in the classroom. Asthma medication will be accessed to travel with the supervising staff member throughout the day.
- While the supervising staff member is moving around the school, medication will be easily identified and transported within a classroom emergency medication bag. Each bag will include the medical management plans and the appropriate medication for all students in the classroom. The medication must be returned to the locked cupboard while in the classroom.
- In the event of an asthma attack, the student's individual Asthma Action Plan must be followed, as well as the student's individual Asthma Care Plan.
- The Asthma Care Plan and Action plan must be signed by a Medical Professional and discussed in consultation with the student's parents/carers, for any student who has been diagnosed as having asthma.

## Training for staff

Jennings Street School will arrange the following asthma management training for staff:

Staff	Completed by	Course	Provider	Cost	Valid for
<b>Group 1 General Staff</b>	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 or online training.	Asthma Australia	Free to all schools	3 years
<b>Group 2</b>	Staff working with high-risk children with a history of severe asthma,	<i>Course in Management of Asthma Risks and</i>	Any RTO that has this course in	Paid by Jennings Street School	3 years



<p><b>Specific Staff</b></p>	<p>or with direct student wellbeing responsibility, (including nurses, PE/sport teachers, First Aid and school staff attending camp)</p>	<p><i>Emergencies in the Workplace</i> 22556VIC (accredited)  OR  <i>Course in Emergency Asthma Management</i> 10760NAT  (accredited)</p>	<p>their scope of practice</p>		
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**Management of confidential medical information**

Confidential medical information provided to Jennings Street School to support a student diagnosed with asthma will be:

- recorded on the student’s file
- shared with all relevant staff so that they can properly support students diagnosed with asthma and respond appropriately if necessary.

**Epidemic Thunderstorm Asthma**

Jennings Street 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.

**FURTHER INFORMATION AND RESOURCES**

- Asthma Australia: [Resources for schools](#)
- School Policy and Advisory Guide:
  - [Asthma](#)
  - [Asthma Attacks: Treatment](#)
  - [Asthma Emergency Kits](#)



**EVALUATION**

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

<b>Date Implemented</b>	June 2015
<b>Author</b>	Rosemary Hayes
<b>Approved By</b>	Jennings Street School Council
<b>Approval Authority (Signature &amp; Date)</b>	
<b>Date reviewed</b>	12.10.2022
<b>Responsible for Review</b>	Meliz Ramadan and policy subcommittee
<b>Review Date</b>	11.10.2023
<b>References</b>	11.10.2024

01.06.2015-v0 – date of implementation  
 14.06.2017- v1 altered to reflect changes around transportation of emergency medication in a bum bag and backpack  
 12.11.2019-v2 Altered to reflect DET Asthma Policy – inclusion of “Privacy”.  
 12.02.2020-v3 Update review box and footer  
 V12.10 .2022 Update as per SPAG recommendations; phone number inserted to support. Translation services, grammar, update footer and evaluation box.  
 V11 .10.2023 Altered to reflect changes to accredited asthma course codes. Grammar and formatting updated, update person responsible, footer and evaluation box updated.