

*This policy is compatible and compliant with The Brotherhood of St Laurence – High Street Centre Frankston, Victorian Registration and Qualifications Authority (VRQA) and the broader Brotherhood of St Laurence policies.*

## **Policy background and purpose**

Asthma can affect up to two in five children and one in seven adolescents and it is important that school staff are educated in the management of asthma in the school environment. In Australia, asthma affects over 1.5 million people of all ages and walks of life.

## **Policy objectives**

- To provide annual training for all staff in the causes and triggers of asthma, common signs and symptoms and first aid treatment of asthma
- To have adequate first aid equipment and supplies, including mobile kits.
- To provide first aid posters for the treatment of asthma in all classrooms, first aid office and staffrooms.

## **Scope**

All staff and students

## **Responsibilities**

- Students with asthma should be educated to always carry their appropriate medication with them at all times.
- Encourage and educate parents to ensure that their children have an adequate supply of appropriate medication at school.
- Each student with asthma should have a written asthma management plan completed by his or her family doctor or paediatrician, in consultation with the student's parent/carer. This must be attached to the student's record and a copy located in the first aid room.
- Regardless of whether an attack of asthma has been assessed as mild, moderate or severe, treatment must commence immediately and where the student is located. The student should not be asked to walk to any location for treatment. The danger in any acute asthma situation is delay. Delay may increase the severity of the attack and ultimately risk the student's life.
- All students having an attack require emergency assistance. Call an ambulance if necessary and carry out the Asthma First Aid Treatment Plan while waiting for the ambulance to arrive.
- All treatment administered by staff must be recorded in the First Aid Record Book.
- Even if the student has a complete recovery from the asthma attack, their parents/carers should be notified of the incident.
- Parents/carers should be advised as soon as practicable in the event of an emergency.
- The first aid equipment must include:
  - A bronchodilator metered-dose inhaler (Ventolin)

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- A large volume spacer device to assist with effective inhalation of the bronchodilator, for example a Volumetric for Ventolin.
- Clear written instruction on how to use these medications and devices, plus a copy of the Asthma First Aid Procedure Plan for the treatment of an asthma attack.
- Written instructions on cleaning procedure for spacer and metered dose inhaler.
- A staff member needs to be delegated the responsibility of regularly checking the expiry date on the bronchodilator metered-dose inhaler and ensuring there are a number of spare puffers.

## Staff Training and Emergency Response

All David Scott School staff members will be trained in either one of the following accredited courses;

- 22282VIC – Course in the Management of Asthma Risks and Emergency in the Workplace, or
- HLTAID004 – Provide an emergency first aid response in an education and care setting

## Related documents

- First Aid Policy
- Anaphylaxis Management Policy
- BSL First Aid Policy

## Related External Documents

- Ministerial Order 706
- Department of Education and Training Asthma Guidelines
- Asthma Victoria Guidelines

<b>Approved by</b>	Catherine Arnold – Principal Signature:
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<b>Authorising Department</b>	David Scott School Council Signature:
<b>Prepared by</b>	Lynda Murray – Business Manager
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# Asthma Management Policy

## Policy Changes

Date	Reason for Change	Made by