



**Purpose:**

To ensure that Killara Primary School appropriately supports students diagnosed with asthma. To explain to Killara Primary School parents/carers, staff and students the processes and procedures in place to support students diagnosed with asthma.

**Guidelines:**

This policy applies to:

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

**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.

*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
- 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.

*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
- laughter or emotions, such as stress
- certain medications (including aspirin and anti-inflammatories)

### **Implementation:**

#### **Individual Asthma Management Plans**

If a student diagnosed with asthma enrolls at Killara Primary School:

- Parents/carers must provide the school with an Asthma Action Plan 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
  - the emergency procedures to be taken in the event of an asthma flare-up or attack.
- Parents/carers should also provide a photo of the student to be included as part of the student's Asthma Action Plan.
- A complete and up-to-date list of students identified as being at risk of asthma is maintained by the office staff and stored at the front office, Sick Bay and inside each classroom information book as appropriate. For camps, excursions and special events, a designated staff member will be responsible for maintaining a list of students at risk of asthma attending the special event, together with their Individual Asthma Management Plans and preventer and reliever medication, where appropriate.
- 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
  - allocate staff to assist the student
- Any Student Health Support Plan will be developed in accordance with Killara Primary School's Healthcare Needs Policy.
- If a student diagnosed with asthma is going to attend a school camp or excursion, Killara Primary School parents/carers are required to provide any updated medical information.

#### **Review and updates to Individual Asthma Management Plans**

- If a student's asthma condition or treatment requirements change, parent/carers must notify the school and provide an updated Asthma Action Plan.
- School staff will work with parents/carers to review Asthma Action Plans (and Student Health Support Plans) once a year

#### **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 will be required to keep their asthma kits with them while at school.



**Asthma Kits for general use**

- Asthma kits for general use are available in the First Aid room for Building A, the kitchen area for Building B and the gym foyer for the gym/Performing Arts space and are labelled “general use”. Additional “general use” Asthma kits are also stored in the yard duty bags for each yard duty area.
- The school will also provide 4 generic asthma kits as part of the school first aid kit(s), for general use with one stored in each of the 4 buildings of the school or taken on excursion

**Asthma emergency response plan**

If a student is:

- having an asthma attack
- 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 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 reliever, the Asthma Emergency Kit and the student’s Asthma Action Plan (if available).</li> <li>· If the student’s action plan is not immediately available, use the Asthma First Aid as described in Steps 2 to 5.</li> </ul>
2.	Give 4 separate puffs of blue or blue/grey reliever puffer: <ul style="list-style-type: none"> <li>· Shake the puffer</li> <li>· Use a spacer if you have one</li> <li>· Put 1 puff into the spacer</li> <li>· Take 4 breaths from the spacer</li> </ul> <b>Remember – Shake, 1 puff, 4 breaths</b>
3.	Wait 4 minutes <ul style="list-style-type: none"> <li>· If there is no improvement, give 4 more separate puffs of blue/grey reliever as above (or give 1 more dose of Bricanyl or Symbicort inhaler)</li> </ul>
4.	If there is still no improvement call Triple Zero “000” and ask for an ambulance. <ul style="list-style-type: none"> <li>· Tell the operator the student is having an asthma attack</li> <li>· 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)</li> </ul>



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
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- 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

### **Communication Plan**

- This policy will be available on Killara Primary School's website so that parents and other members of the school community can easily access information about Killara Primary School's asthma management procedures. The parents and carers of students who are enrolled at Killara Primary School and are identified as being at risk of asthma will also be provided with a copy of this policy.
- All staff are to be informed of students with asthma and their management plan at the beginning of each school year and then updated as needed
- The Principal is to provide information to all staff, including office staff (and volunteers where appropriate) so that they are aware of students who are at risk of asthma, the student's potential triggers, the school's management strategies and first aid procedures
- The staff will ensure that there are procedures in place for informing casual relief teachers of students at risk of asthma and the steps required for prevention and emergency response

### **Staff training**

- All staff will participate in twice yearly briefings with regard to asthma management
- Regular training and updates for school staff in recognising and responding appropriately to an asthma attack, including competently administering reliever medication
- All staff are required to undertake training and must have completed an approved face-to-face asthma management training course in the last three years
- Staff are also required to attend a briefing on asthma management and this policy at least twice per year (with the first briefing to be held at the beginning of the school year). Each briefing will address:
  - this policy
  - the causes, symptoms and treatment of asthma
  - the identities of students with a medical condition that relates to allergies and the potential for asthma, and where their medication is located
  - how to use reliever medication,
  - the school's general first aid and emergency response procedures
  - the location of, and access to, asthma medication that have been provided by parents or purchased by the school for general use.
- When a new student enrolls at Killara Primary School who is at risk of asthma, the principal will develop an interim plan in consultation with the student's parents and ensure that appropriate staff are trained and briefed as soon as possible.
- The principal will ensure that while students at risk of asthma are under the care or supervision of the school outside of normal class activities, including in the school yard, at camps and excursions, or at special event days, there is a sufficient number of school staff present who have been trained in asthma management.



**Management of confidential medical information**

- Confidential medical information provided to Killara Primary School to support a student diagnosed with asthma will be:
  - recorded on the student's file
  - shared with all relevant staff so that they are able to properly support students diagnosed with asthma and respond appropriately if necessary.

**Epidemic Thunderstorm Asthma**

- Killara 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.

**Evaluation:**

This policy will be reviewed with staff, student, parent and community input as part of the school's three year review cycle.