

INTRODUCTION

It is a primary purpose of Bairnsdale Secondary College to treat all people with dignity and respect and provide an educational environment that is safe, supportive and inclusive.

AIM

To ensure that Bairnsdale Secondary College appropriately supports students diagnosed with asthma. This policy explains to Bairnsdale Secondary College 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 causal 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

Asthma is a long-term lung condition. People with asthma have sensitive airways in their lungs that react to triggers, causing a flare-up, and 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 in 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
- tight feeling in the chest
- wheezing (whistling noise in 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 | • pollens | • house dust mites |
| • smoke (cigarette smoke, smoke from fires, burn-offs or bushfires) | • weather changes (cold, dry air thunderstorms) | • deodorants (perfumes, after-shaves, hair spray and aerosol deodorant sprays) |
| • laughter / emotions (stress) | • colds / flu | • food chemicals / additives |
| • certain medications (aspirin / anti-inflammatories) | • animals (cats / dogs) | • chemicals (household cleaning products). |
| | • moulds | |

IMPLEMENTATION

Asthma management

If a student diagnosed with asthma enrolls at Bairnsdale Secondary College:

1. Parents/carers must provide the College with an Asthma Action Plan (see Appendix 1) 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.
2. Parents/carers should provide a photo of the student to be included as part of the student's Asthma Action Plan (school photos held at the College may be used where available).
3. Bairnsdale Secondary College will keep all Asthma Action Plans in the following locations:
 - Students' Compass profiles.
 - McKean St Administration Office.
 - Wallace St Administration Office.
 - Cases21 Administration system.
4. College staff may also work with parents/carers to develop a Student Health Support Plan which will include details on:
 - how the College will provide support for the student
 - identifying specific strategies
 - allocating staff to assist the student if required.

A student Health Support Plan will be prepared in accordance with the *BSC Healthcare Needs Policy*.

5. If a student diagnosed with asthma is going to attend a school camp or excursion, Bairnsdale Secondary College parents/carers are required to provide updated medical information and medication that is in date.
6. If a student's asthma condition or treatment requirements change, parent/carers must notify the College and provide an updated Asthma Action Plan.
7. College 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 bring the following to school:

- their own prescribed reliever medication labelled with the student's name
- their spacer (if they use one).

Students should always keep their asthma kits with them while at school.

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All College policies are available on Compass/Community/School Documentation/College Policies This policy is also available on the College website.	
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Asthma emergency response plan

If a student is having an asthma attack, or difficulty breathing for an unknown cause, even if they are not known to have asthma, College staff will endeavour to follow the Asthma First Aid procedures outlined in the table below. College 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 actions 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 - 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.

Training for staff

Bairnsdale Secondary College 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 online training.	Asthma Australia	Free to 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 PE/sport teachers, first aid and staff attending camp)	Course in Asthma Awareness 10760NAT OR <i>Course in the management of Asthma Risks & Emergencies in the Workplace 22556VIC</i> (accredited)	Any RTO that has this course in their scope of practice	Paid by BSC	3 years

Bairnsdale Secondary College will conduct an annual briefing for staff on:

- the procedures outlined in this policy
- the causes, symptoms and treatment of asthma
- identities of the students diagnosed with asthma
- how to use a puffer and spacer
- the location of:
 - asthma emergency kits
 - asthma medication that has been provided by parents for student use.

Bairnsdale Secondary College will also provide this policy 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.

Asthma emergency kit

Bairnsdale Secondary College maintains over 20 first aid kits, which include asthma medications and spacers. These are stored in numerous locations around the College. For more information about the locations of first aid kits please refer to the College's First Aid Policy.

In addition, Bairnsdale Secondary College will provide and maintain at least three Asthma Emergency Kits. One kit will be kept on each College campus at McKean St, Wallace St and the Ngooloo Campus.

First aid kits are available for activities such as yard duty and camps and excursions.

The College provides an additional Asthma Emergency Kit for every 300 students (an extra 4 kits minimum).

The Asthma Emergency Kit contains:

- at least 1 blue or blue/grey reliever medication such as Airomir, Admol or Ventolin
- at least 2 disposable spacer devices (for single person use only) to assist with effective inhalation of the blue or blue/grey reliever medication (Bairnsdale Secondary College will ensure spare spacers are available as replacements). 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 and pen/pencil for recording the details of an asthma first aid incident, such as the number of puffs administered.

Administration Officers 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)
- 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), a staff member will:

- 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 First Aid Kit.

Management of confidential medical information

Confidential medical information provided to Bairnsdale Secondary College 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.

Communication plan

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

Epidemic thunderstorm asthma

Bairnsdale Secondary College 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.

EMERGENCY TELEPHONE NUMBERS

- Ambulance 000
- Poisons Information Service 13 11 26
- Nurse on Call 1300 606 024

RELATED DOCUMENTS /KEY REFERENCES

Bairnsdale Secondary College:

- First Aid Policy
- Health Care Needs Policy

Department of Education and Training:

- School Policy Advisory Guide:
 - Asthma
 - Asthma Attacks: Treatment
 - Asthma Emergency Kits

Asthma Australia – www.asthma.org.au

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ASTHMA ACTION PLAN


**ASTHMA
AUSTRALIA**

VICTORIAN SCHOOLS

Student's name: _____

DOB: _____

Confirmed triggers: _____

PHOTO

- Child can self-administer if well enough
- Child needs to pre-medicate prior to exercise
- Face mask needed with spacer

ALWAYS give adrenaline autoinjector **FIRST**, and then asthma reliever puffer if someone with known asthma and allergy to food, insects or medication has **SUDDEN BREATHING DIFFICULTY** (including wheeze, persistent cough or hoarse voice) even if there are no skin symptoms.

 Adrenaline autoinjector prescribed: Y N Type of adrenaline autoinjector: _____

ASTHMA FIRST AID

For Severe or Life-Threatening signs and symptoms, call for emergency assistance immediately on Triple Zero "000"
Mild to moderate symptoms do not always present before severe or life-threatening symptoms

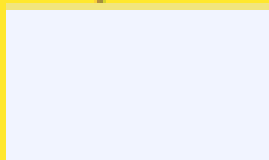
- Sit the person upright**
Stay with the person and be calm and reassuring
- Give ___ separate puffs of Airomir, Asmol or Ventolin**
Shake the puffer before each puff
Puff 1 puff into the spacer at a time
Take 4 breaths from spacer between each puff
- Wait 4 minutes**
If there is no improvement, repeat step 2
- If there is still no improvement call emergency assistance**
Dial Triple Zero "000"
Say 'ambulance' and that someone is having an asthma attack
Keep giving ___ puffs every 4 minutes until emergency assistance arrives
Commence CPR at any time if person is unresponsive and not breathing normally.

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

SIGNS AND SYMPTOMS

MILD TO MODERATE

- Minor difficulty breathing
- May have a cough
- May have a wheeze
- Other signs to look for:



SEVERE

- Cannot speak a full sentence
- Sitting hunched forward
- Tugging in of skin over chest/throat
- May have a cough or wheeze
- Obvious difficulty breathing
- Lethargic
- Sore tummy (young children)

LIFE-THREATENING

- Unable to speak or 1-2 words
- Collapsed/exhausted
- Gasping for breath
- May no longer have a cough or wheeze
- Drowsy/confused/unconscious
- Skin discolouration (blue lips)

Emergency contact name:

Work ph:

Home ph:

Mobile ph:

Plan prepared by Dr or Nurse Practitioner:

 Signed: I hereby authorise medications specified on this plan to be administered according to the plan.

Date prepared:

Date of next review:



- Assemble spacer.
- Remove cap from puffer.
- Shake puffer well.
- Attach puffer to end of spacer.

- Place mouthpiece of spacer in mouth and ensure lips seal around it.
- Breathe out gently into the spacer.
- Press down on puffer canister once to fire medication into spacer.
- Breathe in and out normally for 4 breaths (keeping your mouth on the spacer).

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.

PLEASE PRINT CLEARLY

Student's name: _____ DOB: _____

PHOTO OF STUDENT
(OPTIONAL)

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

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 _____

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
- has a known allergy to food, insects or medication and has **SUDDEN BREATHING DIFFICULTY**, GIVE ADRENALINE AUTOINJECTOR FIRST (if available), even if there are no skin changes, then use a reliever

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)

If you don't have a spacer handy in an emergency, take 1 puff as you take 1 slow, deep breath and hold breath for as long as comfortable. Repeat until all puffs are given

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 278 463)
asthma.org.au

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131 450