

# COATESVILLE PRIMARY SCHOOL

## Asthma Policy

**Version:** Final

**Date of Issue:** 20 October 2003

**Authorised:** School Council

/ /

**Copy No.**

### 1. PURPOSE

Asthma affects up to one in four primary aged children, one in seven teenagers and one in ten adults. It is important therefore for all staff members to be aware of Asthma, its symptoms and triggers, and the management of Asthma in a school environment. This policy aims to ensure the management of Asthma and Asthma sufferers as effectively and efficiently as possible at school.

### 2. SCOPE

This policy applies to all students, members of school staff and the school council at Coatesville Primary School and will be made available on request.

### 3. REFERENCES

Exec Memo No. 029/2000 – Amendment to the SOTF Reference Guide, section 4.5.7 Students with Asthma

### 4. DEFINITIONS AND ABBREVIATIONS

**Parent** In this policy in relation to a child, includes step-parent, adoptive parent, foster parent, guardian, or person who has custody or daily care and control of the child.

**Staff** A person who carries out a duty on behalf of the School, paid or unpaid, or who is contracted to, or directly employed by the School or the Department of Education and Training (DE&T). Information provided to a school through job applications is also considered staff information.

### 5. RESPONSIBILITY AND AUTHORITY

This policy and procedure shall be issued under the authority of the Coatesville Primary School Council and was adopted at the School Council meeting on 20 October 2003.

## 6. POLICY/PROCEDURE

### 6.1 What is Asthma?

- Asthma attacks involve the narrowing of airways making it difficult to breathe. Symptoms commonly include difficulty breathing, wheezy breathing, dry and irritating cough, tightness in the chest and difficulty speaking.
- Children and adults with mild Asthma rarely require medication, however severe Asthma sufferers may require daily or additional medication (particularly after exercise).

### 6.2 Implementation of Policy

- Information on the nature, prevention and treatment of Asthma attacks will be displayed on the staffroom wall.
- All students with Asthma are strongly encouraged to provide the school with an up to date (annual) written Asthma management plan consistent with Asthma Victoria's requirements completed by their doctor or paediatrician. Appropriate Asthma plan proformas are available at [www.asthma.org.au](http://www.asthma.org.au)
- Asthma plans will be attached to the student's records for reference.
- Parents/guardians are responsible for ensuring their children have an adequate supply of appropriate Asthma medication (including a spacer) with them at school at all times.
- The school will provide, and have staff trained in the administering of, reliever puffers (blue canister) such as Ventolin, Airomir, Asmol or Bricanyl and spacer devices in all first-aid kits, including kits on excursions and camps. Clear written instructions on how to use these medications and devices will be included in each first aid kit, along with steps to be taken to treat severe Asthma attacks. Kits will contain 70% alcohol swabs to clean devices after use.
- The first aid staff member will be responsible for checking reliever puffer expiry dates.
- A nebuliser pump will not be used by the school staff unless a student's Asthma management plan recommends the use of such a device, and only then if the plan includes and complies with section 4.5.7.3 of the SOTF Reference Guide – Asthma Medication Delivery Devices.

- All devices used for the delivery of Asthma medication will be cleaned appropriately after each use. See 4.5.7.4 SOTF Reference Guide – Cleaning of Delivery Devices.
- Care must be provided immediately for any student who develops signs of an Asthma attack.
- Children suffering Asthma attacks should be treated in accordance with their Asthma plan.
- If no plan is available children are to be sat down, reassured, administered 4 puffs of a shaken reliever puffer (blue canister) delivered via a spacer – inhaling 4 deep breaths per puff, wait 4 minutes, if necessary administer 4 more puffs and repeat the cycle. An ambulance must be called if there is no improvement after the second 4-minute wait period, or if it is the child's first known attack. Parents must be contacted whenever their child suffers an Asthma attack.

## **7. RECORDS**

Coatesville Primary School will maintain records of incidents and action taken.

## **8. TRAINING**

Professional Development will be provided annually for all staff on the nature, prevention and treatment of Asthma attacks. Some staff will also be trained on the administering of appropriate medications.

## **9. REVIEW**

This policy will be reviewed as part of the school's triennial review cycle .