



Relationship with other policies

This plan is to be read in conjunction with the Asthma Policy.

Purpose

The Asthma Communication Plan will ensure all members of the Kilbreda College community are aware of the procedures for the prevention and management of asthma at school, or outside school on school related activities.

Implementation

Expectations of enrolling parents/carers

- Upon enrolment or (if later) diagnosis parents/ carers are expected to advise the school, without delay when a student is diagnosed with asthma. An Asthma Action Plan will be developed for the student by their medical practitioner and signed by the parent/carer, including an up-to-date photograph of the student. Templates of the recommended action plans can be found on the College website under Student Health.
- The Asthma Action Plan is to be uploaded by the parent/carer to their child's PAM student medical profile and is acknowledged as a current action plan each time an event/ excursion/camp is responded to and accepted for the student.
- Any changes or updates to the student's medical condition and/or action plan are the responsibility of the parent/carer to inform the school and update the student's PAM profile.
- The Asthma Action Plan is to be updated annually. This is to occur prior to the commencement of each school year.
- Parents/carers must provide the required reliever medication and a spacer device (where the medication is administered by a puffer) that are current and not expired for their child. The student's reliever medication should be replaced as needed.
- A student with asthma must carry their reliever medication and spacer on their person at all times, including at school and at events/ excursion/ camps. It is also strongly recommended that additional reliever medication is supplied by the parent to leave in their child's locker at all times.

School responsibility (under the guidance of the School Nurse)

- Upon enrolment or (if later) diagnosis, all staff members will familiarise themselves with the medical needs of the student with asthma.
- The asthma diagnosis will be listed on SIMON (School Attendance Program) and in the PAM profile with the relevant action plan attached.
- An Individual Risk Minimisation Plan (Asthma Support Plan) will also be completed by the school together with parent/carers. This will be stored in the main office.
- The Asthma Action Plan and Individual Risk Minimisation Plan (Asthma Support Plan) are updated yearly.
- The plans should be communicated to relevant staff in a confidential manner.
- All staff members will familiarise themselves with the medical needs of all students at the College who are asthmatic.
- The College maintains an up-to-date register of students with asthma.
- The College will arrange and maintain an appropriate number of emergency asthma kits for general use in various locations around the school. Posters indicate where these emergency kits are located.
- SIMON resource bookings are used to keep a record of asthma relievers in First Aid kits and asthma emergency kits and their usage.
- The asthma supervisors will provide advice and guidance to College staff about asthma management in the College and identify and implement appropriate risk minimisation strategies. This includes Asthma Briefings to be undertaken biannually.
- The College ensures an interim Individual Asthma Management Plan is developed when:
 - the College has not been notified of a student's potential for asthma but there is reason to believe that the student is at risk.
 - relevant training has not occurred for a member of staff who has a child in their class at risk of asthma.
- The School Nurse will ensure the Risk Management Asthma Checklist is completed and reviewed annually.
- The College will ensure staff have successfully completed an approved asthma management training course and that the accreditation is current and that there are a sufficient number of trained staff to supervise students diagnosed with asthma while they under the care of the College, including excursions, yard duty, camps and special event days.
- Develop strategies to raise students and the College community's awareness about asthma.
- Remind staff about asthma training requirements and liaise with staff administration to maintain accurate records of current staff training.
- Review the Asthma Policy and Asthma Communication Plan regularly.

Casual Relief Teacher (CRT) and volunteers

- The CRT will be made aware of students with asthma in their care via SIMON (School Attendance Program)
- Students are identified on the attendance rolls with a medical icon.
- All CRTs must have up to date Asthma training
- Volunteers will be informed of students with Asthma and considerations will be given as to whether Asthma training is required for these individuals.

Communication to all staff

- Relevant staff must be trained and briefed twice per calendar year.
- All staff will be briefed regularly on asthma by the Asthma Supervisor. At such briefings instructions for action will be detailed.
- The College's Asthma Briefing covers:
 - legal requirements
 - Asthma Management Policy
 - where to find lists of students diagnosed with asthma, their triggers, risk management plans and location of their reliever medication
 - an overview of the asthma action plan
 - first aid and emergency response procedure
 - the location of, and access to Asthma Emergency kits and reliever medication
 - how to access ongoing support and training.

Raising Student Awareness

Classroom education from Year Level Leaders, Homeroom Teachers and via SIMON notices during the year will reinforce the importance of:

- Always taking asthma seriously
- Asthma attacks must be identified quickly
- Using roll-on deodorants in place of aerosols
- Discussion by class teachers
- Displaying posters in locations around the school
- Raising peer awareness of asthma- knowing what triggers a peer's asthma and what devices they use
- Acknowledging that a student diagnosed with asthma may not want to be singled out or seen to be treated differently
- Ensuring trip and excursion groups, and sporting teams are aware of peer needs in conjunction with students with severe medical alerts and asthma.

College Asthma Supervisors

Two Asthma Supervisors are appointed by the College. They will:

- Have a current asthma management training and ensure they have a higher level of knowledge relating to asthma management, in the correct use of a puffer and spacer.
- Lead the annual asthma College briefing
- Inform staff, casual relief teachers, volunteers about the asthma policy and asthma communication plan, the names of any students diagnosed with asthma, the location of Individual Asthma Risk Minimisation plan (Asthma Support Plan) and each individual person's responsibility in managing an incident.
- Asthma Emergency Kits.

Kilbreda College provides Asthma Emergency Kits containing back up reliever medication in various locations around the school as listed below:

Locations of Emergency Asthma Kits	Asthma Emergency Kits Contents
<p>Kilbreda College maintains Asthma Emergency Kits in the following location/s:</p> <ul style="list-style-type: none"> • College Reception/Health Centre • Physical Education Office • Sister Mary Dalton Hall Stage • Canteen Office • Staff Room <p>Mobile Emergency Kits are also available for the office and administration area, yard duty, excursions/sports days and camps. These are located:</p> <ul style="list-style-type: none"> • College Reception/Health Centre 	<p>MUST contain the following:</p> <ul style="list-style-type: none"> • Blue or blue/grey reliever medication such as Airomir, • Asmol, or Ventolin • At least two single use spacer devices • Clear instructions on: <ul style="list-style-type: none"> ◦ How to use the medication and spacer devices steps to be taken in treating an asthma attack ◦ A record sheet/log for recording the details of a first aid incident <p>Note: Emergency Asthma Kits are maintained each term as part of the First Aid equipment checklist review.</p>

Responding to Asthma

Classrooms

In the event of an asthma attack in the classroom, the teacher is to immediately implement the student's Asthma Action Plan and:

- Reassure the student and remain with them.
- Locate the student's reliever medication and Asthma Action Plan.
- Remove other students. Other staff may be required to assist with this.
- Sit the student upright.
- Assist the student to take their medication according to their plan.
- If no improvement or severe symptoms progress call 000 for an Ambulance. More medication may be administered every 4 minutes thereafter.
- Notify the front office staff/ asthma supervisor that an asthma attack is occurring using the phone in the classroom and they will contact the student's parent/guardian or emergency contact.
- If a student self- administers their reliever medication, one staff member should supervise and monitor the student, and another should call an ambulance 000. An Asthma Emergency Kit for general use should also be retrieved and brought to the site of the asthma attack.
- If a student who ordinarily self- administers their reliever medication is not physically able to do so due to the effects of an asthma attack, a staff member must administer the reliever medication following the procedures outlined here.

If a student experiences a first-time asthma attack, the following emergency care should be given:

- Locate the administering reliever medication from the Asthma Emergency Kit.
- After the first 4 doses of reliever medication call 000 for an Ambulance.
- Continue giving 4 doses of reliever medication every 4 minutes whilst waiting for the ambulance to arrive.
- Notify the front office and they will contact the student's parent/carer or emergency contact.

Yard

Yard duty staff members will not leave a student who is experiencing an asthma attack unattended.

The yard duty staff member will:

- Reassure the student and remain with them.
- A staff member on duty to send two responsible students from the class to the Front Office/Health Centre with the student's name and the School Nurse/First Aid Officer will bring the medical kit.
- Call 000 for an Ambulance immediately if a severe asthma attack (if mobile phone available).
- Notify the front office by sending another staff member or two students.
- If the student's reliever medication is not on their person, the teacher on yard duty must access the nearest Asthma Emergency kit for reliever medication with assistance from other staff.
- Follow the student's Asthma Action Plan and if no improvement call 000 for an Ambulance. More medications may be given every 4 minutes thereafter.
- Remove students from the area if required with assistance from other staff members.
- If a student self- administers their reliever medication, one staff member should supervise and monitor the student, and another should call an Ambulance 000. An Asthma Emergency Kit for general use should also be retrieved and brought to the site of the asthma attack.

- If a student who ordinarily self-administers their reliever medication is not physically able to do so due to the effects of an asthma attack, a staff member must administer the reliever medication following the procedures outlined here.
- The Office/Leadership Team will coordinate emergency procedures including contacting the student's emergency contact person.

Special Event Days, Excursions and Camps

- Prior to leaving the school on an excursion (including camp), the teacher in charge/office staff will ensure that the student with asthma has an up-to-date Asthma Action Plan and a current medication on their person for the day/duration of the camp.
- Best practice is for students with asthma to carry their own asthma medication/relievers on them at all times at school and on excursions, trips. The school supports and strongly recommends this occurs.
- Asthma Emergency Kit(s) must be booked by the teacher-in-charge and taken on all excursions/camps.
- The camps/trips student asthma form MUST be completed by parents
- The staff involved must address the risk minimisation procedures prior to the event and ensure precautions are taken. The students' Asthma Action Plan along with their Individual Risk Minimisation Plan (Asthma Support Plan) outline specific guidelines to consider.
- The emergency procedures must address:
 - the location of reliever medication and asthma emergency kits and who will be carrying them
 - procedures for getting the reliever medication to the student
 - where reliever medication will be kept at night
 - procedures for calling an ambulance
 - locations of nearest emergency services and hospitals
- In the event of an asthma attack offsite, the teacher is to immediately implement the student's Asthma Action Plan and if no improvement call an Ambulance by dialling 000 then notify the school.
- The Principal and a member of the Leadership Team should be notified without delay. They will arrange for parents or guardians to be notified and for appropriate reports to be made.

Post-Incident Action

It is expected that following an incident having occurred and having been resolved, that staff members involved will engage in the following processes:

- Completion of an Incident/Accident Report form including full details of the incident and what occurred via Complispace
- Collection of the student's personal effects (if the student is transported by ambulance and does not have them) for return to school
- Debrief with students directly involved as witnesses to the event
- Debrief of staff involved
- Communication with Principal and members of Leadership Team, as appropriate, regarding the particulars of the incident, actions taken and outcomes
- Discuss with parents/carers (later) what occurred and ask them to seek medical advice on how it may be prevented in future (Student Health Leader/the Principal)
- Review the student's Individual Management Plan (the Principal/Leadership Team and Student Health Leader)
- Implement updated risk prevention strategies (where applicable).

Thunderstorm Asthma

Thunderstorm Asthma is a form of asthma that is triggered by an uncommon combination of high pollen (usually during late Spring to early Summer) and a certain kind of thunderstorm. Anyone can be affected, even if they don't have a history of asthma.

Communication regarding Thunderstorm Asthma and the importance of students having well controlled asthma and their medications on them at all times is sent prior to this season.

A warning system is in place to alert staff and students on high-risk days and protocols of remaining indoors and windows closed are implemented as necessary.

Publication

This Asthma Communication Plan will be published on the College's website and on the staff intranet.

Reviewed and updated December 2023