



## Introduction

This plan should be read in conjunction with Kilbreda's Asthma Management Policy. This document relates to the prevention and management of Asthma within Kilbreda College, or outside the College on School related activities. It is expected that parents/carers will inform the school either at the time of enrolment, or when a student is diagnosed by a medical practitioner as being at risk of Asthma and provide the School with an Asthma Action Plan as soon as possible. This plan is to be reviewed annually. An Asthma Communication Plan will be developed and placed in agreed locations around the School. Kilbreda College's Asthma Policy and Communication Plan will be published on the School's website and intranet site.

## Implementation

### Expectations of Enrolling Parent/Carers

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 the parent will upload this plan to their daughter's Learning Management System profile. If there are any difficulties uploading the plan the office should be contacted for assistance.

Parents/carers must provide their daughter with reliever medication and a spacer device (where the medication is administered by a puffer) that are current and not expired. The student's reliever medication should be replaced as needed.

### School Responsibility

Upon enrolment or (if later) diagnosis, all staff members will familiarise themselves with the medical needs of the student with asthma.

The diagnosis will be listed on our Learning Management System and in the with the relevant action plan attached.

An Individual Risk Minimisation Plan will also be completed by the school together with parent/carers. This will be stored in the College Office. The Asthma Action Plan and Individual Risk Minimisation Plan are updated yearly. They should be communicated to relevant staff in a confidential manner.

## Publication

This Asthma Communication Plan will be published on the College's website, PolicyPlus Portal and on the Learning Management System.

## Relieving/Volunteer/Sport or Other Activities Staff:

The Principal will ensure all members who are employed by Kilbreda College on a short term basis, for example casual relief teachers (CRTs), Volunteer, Sport or other Activities staff will be provided with an information booklet identifying students diagnosed with Asthma, also access to the Learning Management System for medical profiles.

## Communication to all staff

All staff will be briefed regularly on asthma. At such briefings instructions for action will be detailed. All staff must be trained and briefed twice per calendar year.

## Raising Student Awareness

Classroom education from Student Development Leaders, year level staff and via CareMonkey 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 aerosol
- Raising peer awareness of asthma- knowing what triggers a peer's asthma and what devices they use
- Ensuring trip and excursion groups, and sporting teams are aware of peer needs, in conjunction to students with severe medical alerts and asthma.



## Individual Risk Management Plan/Action Plans for Asthma:

The individual's Asthma Risk Management Plan will be in place as soon as practicable. Information within this plan includes:

- Information about the diagnosis from a medical practitioner.
- Asthma Action Plan for all students. Photos on action plans will be updated annually.
- Strategies to minimise the risk of exposure to allergens while on the school grounds, or outside the school grounds (during any school related activity regardless of the location – this includes, excursions, sporting pursuits and camps).
- Name/s of the people responsible for implementing the strategies.
- Student's emergency contact details.
- Storage location of student's medication.
- Annual review of plan in consultation with the student's parents/carers and as required (if there is a change in the students condition/immediately after a student has a severe asthma attack at School).

## Working with Parent/Carers:

On an annual basis, Parents/Carers are required to:

- Provide the School with an emergency procedures plan (Action Plan).
- Work with the School to develop an individual management plan.

## Administering Prescribed Asthma Medication

Parents/Carers of students who require prescribed medication to be administered during College hours must notify the College of this requirement to discuss how prescribed medication can be supplied, administered and stored as outlined on the Asthma Action Plan.

Students who have been diagnosed with asthma should carry their blue or blue/grey reliever medication on their person at all times so it is available in case of an asthma emergency.

## Asthma Emergency Kits

Kilbreda College keeps 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
<ul style="list-style-type: none"> <li>• College Office (Sickbay cupboard)</li> <li>• Physical Education Office</li> <li>• Sister Mary Dalton Hall Stage</li> <li>• Canteen Office</li> <li>• Staff Room</li> </ul>	<p>MUST contain the following:</p> <ul style="list-style-type: none"> <li>• Blue or blue/grey reliever medication such as Airomir,</li> <li>• Asmol, or Ventolin</li> <li>• At least two single use spacer devices</li> <li>• Clear instructions on:                             <ul style="list-style-type: none"> <li>○ how to use the medication and spacer devices</li> <li>○ steps to be taken in treating an asthma attack</li> </ul> </li> <li>• A record sheet/log for recording the details of a first aid incident</li> </ul> <p>NB. Emergency Asthma Kits to be maintained each term as part of the First Aid equipment checklist review.</p>



## **EMERGENCY RESPONSE:**

### **School Yard**

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

- Call 000 immediately if a severe asthma attack (if mobile phone available)
- Notify the main office via walkie talkie or by sending another staff member or student
- 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
- Follow the student's Asthma Action Plan and if no improvement call 000 for an ambulance
- Remove students from the area if required with assistance from other staff members.
- The Office/Leadership Team will coordinate emergency procedures including contacting the student's emergency contact person.

### **In the Classroom**

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

- Reassure the student and remain with them
- Remove other students. Other staff may be required to assist with this
- Sit the student upright
- Locate the students' reliever and assist them in taking their medication according to their plan
- If no improvement or severe symptoms progress call an Ambulance. Dial 000. More medication may be administered after 4 minutes
- Notify the main office and they will contact the student's parent/guardian or emergency contact.

If a student is having 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 main office and they will contact the student's parent/guardian or emergency contact.

### **Outside of School Grounds: School Trips/Excursions**

- 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 and given to the teacher-in -charge on departure.
- 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 outline specific guidelines to consider.
- 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.



## Outside of School Grounds: Sporting Events

- A permission is obtained via the Learning Management System for SCSA & SESG Sporting events.
- Coaches are able to access student medical profiles through the Learning Management System and identify any student diagnosed with Asthma prior to the departure to the event.
- Staff in charge of students at risk of Asthma should carry a fully charged mobile phone.
- Students at risk of Asthma must carry their Medication and Action Plans to any event they attend.
- A general use spacer and ventolin inhaler will be included in the First Aid kit.
- It is important to be aware that during an Asthma emergency, a students' thought processes may be adversely affected, and they may be uncooperative or unable to administer their own devices.
- In the event of an severe Asthma reaction, staff members must follow the Action Plan for Asthma, call an ambulance and notify the college Principal immediately.

## Post-Incident Action

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

- 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/carer (later) what occurred and ask them to seek medical advice on how it may be prevented in future (the Principal)
- Review the student's Individual Management Plan (the Principal/Leadership Team and Student Wellbeing 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.

Authorised by the  
Next review due 2023