



# Cranbourne East Primary School

## ASTHMA POLICY

### PURPOSE

To ensure that Cranbourne East Primary School appropriately supports students diagnosed with asthma.

### OBJECTIVE

To explain to Cranbourne East Primary School 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 casual 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

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**

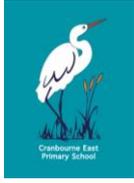
Symptoms of asthma can vary over time and often vary from person to person. The most common asthma symptoms are:

- 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.



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Common asthma triggers include:

- exercise
- smoke (cigarette smoke, wood smoke from open fires, burn-offs or bushfires)
- house dust mites
- pollens
- chemicals such as household cleaning products
- food chemicals/additives
- laughter or emotions, such as stress
- colds/flu
- weather changes such as thunderstorms and cold, dry air
- moulds
- animals such as cats and dogs
- deodorants (including perfumes, after-shaves, hair spray and aerosol deodorant sprays)
- certain medications (including aspirin and anti-inflammatories)

## Asthma management

If a student diagnosed with asthma enrolls at Cranbourne East Primary School:

1. Parents/carers must provide the school with an Asthma Action Plan (updated annually) 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. Cranbourne East Primary School will keep all Asthma Action Plans:
  - In the Sick Bay
  - In Home Group CRT Folders
3. If a student diagnosed with asthma is going to attend a school camp, Cranbourne East Primary School parents/carers are required to provide any updated medical information.
4. If a student diagnosed with asthma attends an excursion, Cranbourne East Primary School Teachers will take student Asthma Plans for reference if required.
5. If a student's asthma condition or treatment requirements change, parent/carers must notify the school and provide an updated Asthma Action Plan.
6. School staff will work with parents/carers to review Asthma Action Plans at the beginning of the school year.

## Student asthma kit

All students diagnosed with asthma are required to have their own ventolin kit at school which contains:

- their own prescribed reliever medication
- their spacer (if they use one)



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Students can self-administer their own Ventolin medication in their learning spaces.

Parents may also choose to store student asthma medication in the first aid room. These are stored in individual containers with the student's name and Home Group clearly labelled.

Cranbourne East Primary School has school general use Ventolin and disposable spacers for use when the student medication is unavailable. General use Ventolin is also sent on all excursions and camps in the portable First Aid Kits.

## Asthma emergency response plan

If a student is:

- having an asthma attack
- 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 contact the First Aid Room for 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</li></ul> (or give 1 more dose of Bricanyl or Symbicort inhaler)
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.



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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

## Training for staff

Cranbourne East Primary School will arrange the following asthma management training for staff:

Staff	Completed by	Course	Provider	Cost	Valid for
<b>Group 1 General Staff</b>	All school staff	Asthma first aid management for education staff (non-accredited)  One hour face-to-face or online training.	Asthma Australia	Free to all schools	3 years

## Asthma First Aid Kits

Cranbourne East Primary School will provide and maintain school general use Ventolin and disposable spacers in all First Aid Kits used for excursions and camps. The school First Aid cabinet also contains Ventolin and disposable spacers.

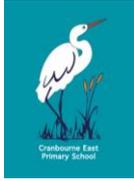
Cranbourne East Primary School has an additional kit for every 300 students.

The Asthma Emergency Kit will contain:

- at least 1 blue or blue/grey reliever medication such as Airomir, Admol or Ventolin
- at least 2 spacer devices (for single person use only) to assist with effective inhalation of the blue or blue/grey reliever medication (Cranbourne East Primary School will ensure spare spacers are available as replacements). Spacers will be stored in a dust proof container.

First Aid Officer, Natalie Okey will monitor and maintain the First Aid 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 spaces.



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The blue or blue/grey reliever medication in the First Aid 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.

## Management of confidential medical information

Confidential medical information provided to Cranbourne East 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.

## Communication plan

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

## Epidemic Thunderstorm Asthma

Cranbourne East 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.

## FURTHER INFORMATION AND RESOURCES

- Asthma Australia: [Resources for schools](#)
- School Policy and Advisory Guide:
  - [Asthma](#)
  - [Asthma Attacks: Treatment](#)
  - [Asthma Emergency Kits](#)
- CEPS Health Care Needs.

## REVIEW CYCLE AND EVALUATION

This policy was last updated on October 2019 and is scheduled for review in October 2020.