



Mary MacKillop

Catholic Regional College

Asthma Management Procedure

1. SAFE WORK PRACTICES

Mary MacKillop Catholic Regional College (MMCRC) has developed the following work practices and procedures for managing asthma:

- *Identifying Asthma – Causes, Signs and Symptoms*
- *Individual Asthma Risk Minimisation Plans*
- *Asthma Emergency Kits and Reliever Medication*
- *Asthma Communication Plan*
- *College Planning and Emergency Response Procedure*
- *Prevention Strategies*
- *Asthma Training and Briefings.*

2. STUDENT DIAGNOSED WITH ASTHMA

Where a student who has been diagnosed by a medical practitioner as having a medical condition that relates to asthma and is at high risk of having an asthma episode at school, parents are asked to provide an Individual Asthma Risk Minimisation Plan.

Individual Asthma Risk Minimisation Plan

An individual plan for each student at risk of asthma, developed in consultation with the student's parents. This plan includes the Asthma Action Plan which describes the student's triggers, symptoms, and the emergency response to administer the student's reliever medication should the student display symptoms of an asthma attack. This plan is stored in the Administration Building.

Asthma Action Plan

- The Asthma Action Plan lists the student's prescribed asthma medication as well as the signs and symptoms students show when they are experiencing an asthma attack, including treatment for said attack. This plan is one of the requirements of the student's Individual Asthma Risk Minimisation Plan.
- If a student presents with a different Asthma Action Plan, the first aid officer in consultation with the student's parents/carers can transcribe the information on to the specific Asthma Action Plan for Victorian Schools. This Action Plan must be signed by the parent of the student for authenticity and the original Asthma Action Plan provided by the parent must be kept in the student's file.

Reliever Medication

Medication, approved for use by the Commonwealth Government Therapeutic Goods Administration, which can be used to treat a person experiencing an asthma attack. These may include Salbutamol, Bricanyl and Symbicort. These types of relievers are stored in the administration Building.

3. ASTHMA EMERGENCY KIT (AEK)

A specific first aid kit for asthma designed to be portable in an emergency. This kit is located in the Administration Building

4. COMMUNICATION PLAN

A plan developed by the school which provides information to all school staff, students and parents about asthma and the school's asthma management policy.

5. EMERGENCY RESPONSE PROCEDURE

Refer to Appendix 1

6. ASTHMA EDUCATION SESSION

Staff attend an education session delivered by the Asthma Foundation of Victoria, the National Asthma Council or another asthma peak body designed to educate staff on the basics of asthma. This can be a face-to-face session or online training.

7. RISK MANAGEMENT CHECKLIST

- The Principal completes the annual Risk Management Checklist to monitor the College's compliance with the Guidelines and this policy.
- We regularly update the Risk Management Checklist in line with any changes to the information on the Department of Education and Training's Asthma Management in Schools page.

8. ASTHMA SUPERVISORS

The Guidelines recommend that designated staff members are given certain responsibilities for asthma management, including conducting the annual asthma briefing and reviewing reliever medication. These staff are the First Aid Officers in the Administration Office.

Asthma Management Training Course

This means:

- a course in asthma management training that is accredited as either a:
- VET accredited course in accordance with Part 3 of the National Vocational Education and Training Regulator Act 2011 (Cth) that includes a competency check in the administration of a pressure metered dose inhaler (puffer) and spacer device, or,
- course in asthma management training accredited under Chapter 4 of the Education and Training Reform Act 2006 by the Victorian Registration and Qualifications Authority that includes a competency check in the administration of a pressure metered dose inhaler (puffer) and spacer device.

- any other course including an online course, approved by the Department for the purpose of these Guidelines.

9. ROLES AND RESPONSIBILITIES:

Principal

Section 9 of the Guidelines sets out the suggested role and responsibilities of the Principal. The Principal will:

- ensure that the College develops, implements and routinely reviews this policy in accordance with the Guidelines,
- actively seek information to identify students with severe life-threatening asthma or those who have been diagnosed with asthma, either at enrolment or at the time of diagnosis (whichever is earlier),
- ensure that parents/carers provide an Asthma Action Plan which has been signed by the student's medical practitioner and that contains an up-to-date photograph of the student,
- ensure that an Individual Asthma Risk Minimisation Plan is developed in consultation with the student's parents/carers for any student that has been diagnosed by a medical practitioner with asthma, where the College has been notified of that diagnosis,
- ensure students' Individual Asthma Risk Minimisation Plans are communicated to staff,
- ensure that parents/carers provide the College with reliever medication and a spacer device, if reliever is a puffer, for their child that is not out-of-date and replacement reliever medication when requested to do so,
- ensure that an appropriate Communication Plan is developed,
- ensure there are procedures in place for providing information to college volunteers and casual relief staff about students diagnosed with asthma and their role in responding to a student having an asthma attack in their care,
- ensure that relevant college staff have successfully completed approved asthma training and that their accreditation is current,
- ensure that there are sufficient numbers of trained staff available to supervise students diagnosed with asthma while they are under the care or supervision of the College, including excursions, yard duty, camps and special event days,
- ensure that all college staff are briefed at least annually by appropriately trained staff member,
- allocate time, such as during staff meetings, to discuss, practice and review this policy,
- encourage ongoing communication between parents/carers and college staff about the current status of the student's asthma, the College's policies and their implementation,
- ensure that the student's Individual Asthma Risk Minimisation Plan and this policy are reviewed as required,
- ensure the Risk Management Checklist for asthma is completed annually,

- arrange to purchase and maintain an appropriate number of Asthma Emergency Kits for general use to be part of the College's first aid kit.

College Asthma Supervisors

College Asthma Supervisors will:

- have current asthma management training and ensure they have a higher level of knowledge relating to asthma management, in particular in the correct use of a puffer and spacer,
- lead the annual asthma college briefing,
- conduct regular reviews of the reliever medications to ensure they are not out-of-date,
- inform casual relief teachers, specialist teachers and volunteers about this policy, the names of any students diagnosed with asthma, the location of each student's Individual Asthma Risk Minimisation Plan and reliever medication and each individual person's responsibility in managing an incident,
- briefing all volunteers, casual relief staff and new college staff of the College's Communication Plan and their role in responding to a student having an asthma attack in their care.

Staff

Section 9 of the Guidelines sets out the suggested role and responsibilities of staff. The College staff will:

- know and understand the requirements of this policy,
- know the identity of students who are diagnosed with asthma and know their face,
- understand the causes, symptoms, and treatment of asthma,
- obtain regular in how to recognise and respond to an asthma attack, including administering reliever medication,
- know where to find a copy of each student's Asthma Action Plan quickly, and follow it in the event of an asthma flare-up/attack,
- know the College's general first aid and emergency response procedures, and understand their role in relation to responding to a severe or life-threatening asthma attack,
- know where students' reliever medication and the Asthma Emergency Kits for general use are kept,
- know and follow the prevention and risk minimisation strategies in the student's Individual Asthma Risk Minimisation Plan,
- plan ahead for special class activities (e.g. cooking, art and science classes), or special occasions (e.g. excursions, incursions, sport days, camp, cultural days, fetes and parties), either at the college, or away from the college,
- be aware of the possibility of hidden triggers in art supplies, traces of triggers when using items such as paint cleaning chemicals in art or food additives in cooking classes, or students being at risk of an asthma attack when they experience extreme emotions induced at college (e.g. stress during exams),

- raise student awareness about asthma and the importance of their role in fostering a college environment that is safe and supportive for their peers.

Parents/Carers

Section 9 of the Guidelines sets out the suggested role and responsibilities of parents/carers of students diagnosed with asthma.

Parents/carers of students diagnosed with asthma will:

- inform the College in writing, either at enrolment or diagnosis, of the student's asthma,
- obtain and provide the College with an Asthma Action Plan from the student's medical practitioner that details their condition, and any medications to be administered, and other emergency procedures,
- inform college staff in writing of any changes to the student's medical condition and if necessary, provide an updated Asthma Action Plan,
- provide the College with an up-to-date photo for the student's Asthma Action Plan and when the plan is reviewed,
- meet with and assist the College to develop the student's Individual Asthma Risk Minimisation Plan, including risk management strategies,
- provide the College with reliever medication and spacer device, where the medication is administered by a puffer, that are current and not expired,
- replace the student's reliever medication as needed, before their expiry date or when used,
- assist college staff in planning and preparation for the student prior to camps, field trips, incursions, excursions or special events (e.g. class parties, cultural days, fetes or sport days),
- inform college staff in writing of any changes to the student's emergency contact details,
- participate in reviews of the student's Individual Asthma Risk Minimisation Plan.

Worker Responsibilities

All workers must follow the asthma management requirements set out in this policy.

10. SIGNAGE

Copies of the Individual Asthma Risk Minimisation Plan and Asthma Action Plan for each student with asthma are displayed in various locations around the College.

Refer to *Individual Asthma Risk Minimisation Plan*.

11. REVIEW

This Procedure has been reviewed and ratified by the Principal

Implementation Date: July 2018
Reviewed: October 2023
Next Review Date: October 2025