

IONA PUBLIC SCHOOL

ASTHMA MANAGEMENT POLICY

Purpose

The aim of this policy is to document strategies for implementation of best practice asthma management within our setting so that:

- All staff are aware of which individuals are asthmatic
- All individuals who have asthma can receive appropriate attention as required
- We can respond to the needs of those who have not been diagnosed with asthma and who have an asthma attack or difficulty breathing

Our Commitment

Asthma management should be viewed as a shared responsibility. To this end each of the key groups within the school gives the following undertakings:

The School will:

- Identify individuals with asthma during the enrolment process.
- Provide individuals with a copy of the Asthma Policy upon enrolment if requested.
- Provide all staff with a copy of the Asthma Policy and brief them on asthma procedures upon their appointment to their position with us.
- Provide opportunity and encouragement for staff to attend regular asthma training and ensure that at least one trained member of staff is present during all onsite and offsite activities.
- Provide an Asthma Record to individuals with asthma upon enrolment. The completed Asthma Record is to be returned promptly, reviewed annually and kept in a central location.
- Ensure that all staff are informed of those with asthma in their care.
- Formalise and document the internal procedures for Asthma First Aid, for both individuals with a diagnosis of asthma, and those with no known diagnosis of asthma (first attack).
- Ensure that at least one Asthma First Aid poster is displayed in a key location.
- Ensure that the Asthma Emergency Kit contains a blue reliever puffer (eg Airomir, Asmol, Epaq or Ventolin), a spacer device and child mask if necessary and concise written instructions on Asthma First Aid procedures.
- Provide a mobile Asthma Emergency Kit for use on activities offsite.
- Identify and, where possible, minimise asthma triggers.
- Promptly communicate any concerns should it be considered that an individual's asthma is limiting his/her ability to participate fully in all activities.

Staff will:

- Ensure that they maintain current training in managing an asthma emergency.
- Ensure that they are aware of anyone in their care with asthma.
- Optimise the health and safety of each individual through supervised management of their asthma where required.

- Ensure that all regular prescribed asthma medication is administered in accordance with the information on the personalised Asthma Record or Asthma Management Plan.
- Administer emergency asthma medication if required according to the Asthma Management Plan. If no Asthma Plan is available, the Standard Asthma First Aid Plan should be followed immediately.
- Promptly communicate, to management and where applicable, families, if they are concerned about asthma limiting an individual's ability to participate fully in all activities.
- Provide the contact details of Asthma Foundation NSW if further asthma advice is needed.
- Regularly maintain all asthma components of the first aid kit to ensure all medications are current and any asthma devices are cleaned after each use and ready to use.
- Encourage asthmatics to carry their reliever medication and use their medication as soon as symptoms develop.
- Identify and, where possible, minimise asthma triggers.

Families will:

- Inform staff, either upon enrolment or on initial diagnosis, if anyone has a history of asthma.
- Provide all relevant information regarding the individual's asthma via Asthma Record as provided by their doctor.
- Notify the staff, in writing, of any changes to the Asthma Record during the year.
- Ensure that an adequate supply of appropriate medication (reliever) and spacer device clearly labelled as provided where applicable with the individual's name.
- Communicate all relevant information and concerns with staff as the need arises eg if asthma symptoms were present during the night.

Attachments: Asthma First Aid Chart
 Student Asthma Record
 Procedures for Dealing With Asthma First Aid