

HIGHVIEW COLLEGE
MEDICAL ASTHMA MANAGEMENT POLICY
Responsible – Executive OPERATIONAL



(Ratified in even years)

Developed by	DP Pastoral Care, Aileen Thomas	2013
Updated by	Director of Pastoral Care, Marion Martin	2015 / 2016 / 2018
Updated by	First Aid Officer, Sharon O'Shea	2019
Updated & Ratified by	Board Director, Nickola Allan	April 2020
		2022
		2024
		2026
		2028

Rationale

“Asthma is a disease of the airways, the small tubes which carry air in and out of the lungs. When you have asthma symptoms the muscles in the airways tighten and the lining of the airways swells and produces sticky mucus. These changes cause the airways to become narrow, so that there is less space for the air to flow into and out of your lungs.”

(National Asthma Council 2011)

The key to prevention of an asthma attack in schools is knowledge of those students who have been diagnosed at risk, awareness of triggers (allergens), and prevention of exposure to these triggers. Partnerships between the College and parents/carers are important in ensuring that risks will be minimised.

Highview College is an aerosol-free campus.

Aims

- To provide as far as practicable, a safe and supportive environment in which students at risk of an asthma emergency can participate in as many aspects of the student’s schooling as possible
- To raise awareness about triggers and asthma in the school community
- To engage with parents/carers of students at risk of asthma in assessing risks, developing risk minimisation strategies and management strategies for the student
- To ensure that all staff members have adequate knowledge of triggers, asthma and the College’s Medical Asthma Management Policy and procedures in responding to an Asthma emergency
- To ensure that policies and procedures are in place to minimise risks.

Implementation

Individual Asthma Management Plans

- An Individual Management Plan is to be developed by the College's First Aid Officer in consultation with the student's family, for any student who has been diagnosed by a medical practitioner as being at risk of having a severe reaction
- Each student's Individual Asthma Management Plan will be in place as soon as practicable and before the student commences at the College

The 'Individual Management Plan' must include:

- An Asthma Foundation Victoria's School Asthma Action Plan, which is completed by the student's medical/health practitioner in consultation with the parents/carers. This must be updated annually and presented to the school and should include:
 - A current photograph of the student
 - the prescribed medication taken:
 - on a regular basis
 - as premedication to exercise if the student is experiencing symptoms
 - emergency contact details
 - business and after hours contact details of the student's medical/health practitioner
 - details about deteriorating asthma including:
 - signs to recognise worsening symptoms
 - what to do during an attack
 - medication to be used
 - an asthma first aid section and should:
 - specify no less than 4 separate puffs of blue reliever medication, with 4 breaths taken per puff every four minutes, using a spacer

Communication Plan

- Information will be provided to staff, students and parent/carers about Asthma: the triggers, symptoms and treatment
- Information in regards to students at risk, individual management plans, storage arrangements for medication and the College's Asthma Management Policy will be presented to staff
- The college will help raise awareness about allergies and asthma in the school community

Staff Training

- All teachers and other College staff who conduct classes in which students with asthma attend, will have up to date training in asthma management. This will include steps to be taken in response to an asthma attack by a student in a classroom, in the College grounds, on College excursions, on College camps and special event days. Qualifications must be renewed every three years
- A record of staff Asthma Management qualifications will be kept by the Principal
- Training sessions will be held for staff twice yearly

Additional Information

- **APPENDIX A** - Facts
- **APPENDIX B** - Minimisation Strategies
- **APPENDIX C** - Roles and Responsibilities (including Flow Chart)

References

Asthma in Schools, 2020. Retrieved from <https://asthma.org.au/about-asthma/asthma-in-schools/>, April 2020.

Asthma School Policy, 2019. Retrieved from <https://www.education.vic.gov.au/school/principals/spag/health/Pages/conditionasthma.aspx>, April 2020.

APPENDIX A - FACTS

Symptoms of asthma may include, but are not limited to:

- shortness of breath
- wheezing (a whistling noise from the chest).
- tightness in the chest
- a dry, irritating, persistent cough

Symptoms vary from person to person.

Triggers:

- exercise
- colds/flu
- smoke (cigarette smoke, wood smoke from open fires, burn-offs or bushfires)
- weather changes
- dust and dust mites
- moulds
- pollens
- animals
- chemicals
- deodorants (including perfumes, after-shaves, hair spray and deodorant sprays)
- foods and additives
- certain medications (including aspirin and anti-inflammatories)
- emotions

APPENDIX B - MINIMISATION STRATEGIES

To reduce asthma triggers Highview College will:

- mow school grounds out of hours
- plant a low allergen gardens
- limit dust, for example having the carpets and curtains cleaned regularly and out of hours
- examine the cleaning products used in the school and their potential impact on students with asthma
- conduct maintenance that may require the use of chemicals, such as painting, during school holidays
- turn on fans, air conditioning and heaters out of hours when being used for the first time after a long period of non-use
- ban aerosol sprays

APPENDIX C - ROLES AND RESPONSIBILITIES

The Heads of School will be responsible for:

- Providing staff with a copy of the school's Asthma Management Policy and ensure that staff are aware of asthma management strategies
- Providing for asthma education and staff training (qualifications to be renewed every three years and staff training provided each semester)
- Identifying students at risk of asthma
- Identifying and minimising, where possible, triggers of asthma symptoms
- Keeping a register of staff training qualifications
- Keeping a register stating that staff have read, understood and are willing to abide by the school Asthma Management Policy and that they are aware of students at risk and their individual management plans

The First Aid Officers are responsible for:

- Ensuring that all students at risk have an 'Individual Asthma Management Plan', which is updated annually
- Ensuring that parent/carers provide up to date, properly labelled reliever medication
- Providing at least two asthma emergency first aid kits
- Displaying emergency management information in classrooms, staffrooms and sick bay
- Communicating regularly with parents/carers about the frequency and severity of asthma symptoms and use of medication at school

The Staff is responsible for:

- Ensuring they are aware of the College's Asthma Management Policy and first aid procedures
- Being aware of students at risk and their Individual Management Plans. These are stored on the staff drive in 'Emergency Medical Plans'
- Having up to date qualifications and making a copy of this available to the Principal's Secretary
- Identifying and minimising, where possible, triggers of asthma symptoms.
- Providing time for prevention strategies to be implemented for students with exercise induced asthma, before, during and after exercise

Before:

- reliever medication to be taken by student 5-20 minutes before activity
- student to undertake adequate warm up activity

During:

- if symptoms occur, student to stop activity, take reliever, only return to activity if symptoms free
- if symptoms reoccur, student to take reliever and cease activity

After:

- ensure cool down activity is undertaken
- be alert for symptoms

Following asthma emergency procedures when needed and notifying the office immediately.

Parents/Carers are responsible for:

- Providing a signed Asthma Action Plan annually
- Reading and abiding by the College's Asthma Management Policy
- Providing the College with reliever medication, and if self-regulating, ensuring that the child carries this medication with them at all times
- Communicating any changes to their child's asthma treatment or condition

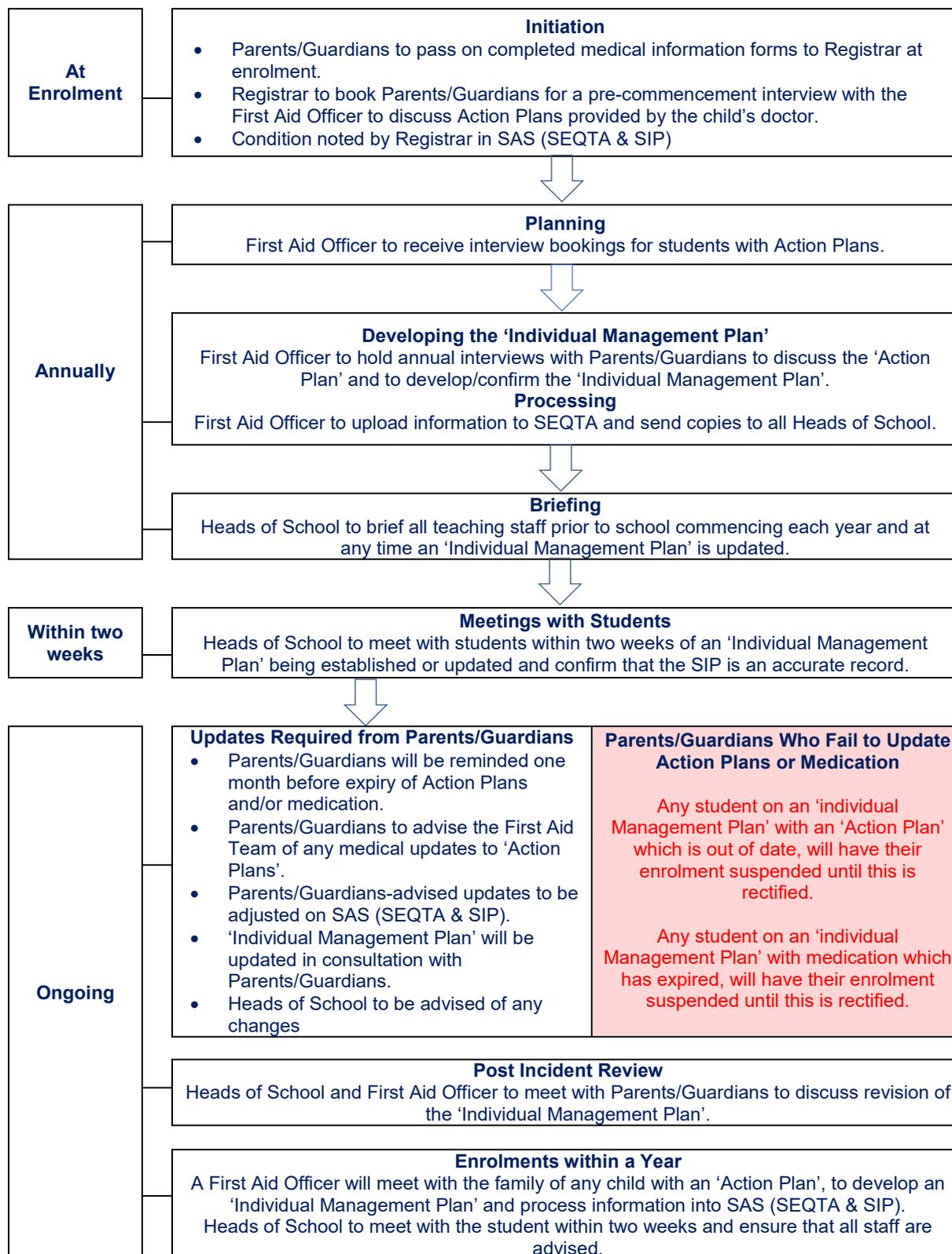
Students are responsible for:

- Immediately informing staff if they experience any asthma symptoms
- Informing staff if they have self-administered any asthma medication
- Having their asthma medication with them at all times



‘INDIVIDUAL MANGEMENT PLAN’ PROCESS

Applies to Anaphylaxis, Severe Allergies, Diabetes, Asthma and Epilepsy





APPENDIX D 'INDIVIDUAL MANGEMENT PLAN' FORM FOR DIABETES, EPILEPSY, ASTHMA AND SEVERE ALLERGY

This plan outlines how the school will support the student's health care needs, based on health advice received from the student's medical/health practitioner. This form must be completed for each student with an identified health care need (not including those with Anaphylaxis as this is done via an 'Individual Anaphylaxis Management Plan' – see Appendix 3

This Plan is to be completed by the Principal (or nominee) in collaboration with the Parent/Guardian.

School:		Phone:	
Student's name:		Date of birth:	
Year level:		Proposed date for review of this Plan:	
Parent/carer information (1)	contact	Parent/carer information (2)	contact
Other contacts (if parent/carer not available)		emergency (if not)	
Name:		Name:	
Relationship:		Relationship:	
Home phone:		Home phone:	
Work phone:		Work phone:	
Mobile:		Mobile:	
Address:		Address:	

Medical /Health practitioner contact:

Ideally, this plan should be developed based on health advice received via the appropriate Departmental Medical Advice form or in case of Asthma, the Asthma Foundation's School Asthma Action Plan. Please tick the appropriate form which has been completed and attach to this Plan.

1	Condition Specific Medical Advice Form – Epilepsy	
2	Specific Medical Advice Form – Diabetes	
3	School Asthma Action Plan	
4	General Medical Advice Form - for a student with a health condition	
5	Condition Specific Medical Advice Form – Cystic Fibrosis	
6	Condition Specific Medical Advice Form – Acquired Brain Injury	
7	Condition Specific Medical Advice Form – Cancer Condition	
8	Personal Care Medical Advice Form - for a student who requires support for transfers and positioning	
9	Personal Care Medical Advice Form - for a student who requires support for oral eating and drinking	
10	Personal Care Medical Advice Form - for a student who requires support for continence	

Who will receive a copy of this 'Individual Management Plan'

1. Student's Family

2. Other: ____

3. Other: _____

The following 'Individual Management Plan' has been developed with my knowledge and input

Name of Parent/Guardian

Signature:

Date:

Name of Principal (or nominee): :

Signature

Date

Privacy Statement

The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected.

How the school will support the student's health care needs

Student's name:	
Date of birth:	Year level:
What is the health care need identified by the student's medical/health practitioner?	
Other known health conditions:	

When will the student commence attending school?	
Detail any actions and timelines to enable attendance and any interim provisions:	

Below are some questions that may need to be considered when detailing the support that will be provided for the student's health care needs. These questions should be used as a guide only.

	What needs to be considered?	Strategy – how will the school support the student's health care needs?	Person Responsible for ensuring the support
Overall Support	Is it necessary to provide the support during the school day?	For example, some medication can be taken at home and does not need to be brought to the school.	
	How can the recommended support be provided in the simplest manner, with minimal interruption to the education and care program?	For example, students using nebulisers can often learn to use puffers and spacers at school.	

	<p>Who should provide the support?</p>	<p>For example, the Principal, should conduct a risk assessment for staff and ask:</p> <p>Does the support fit with assigned staff duties and basic first aid training.</p>	
	<p>How can the support be provided in a way that respects dignity, privacy, comfort and safety and enhances learning?</p>	<p>For example, detail the steps taken to ensure that the support provided respects the students, dignity, privacy, comfort and safety and enhances learning.</p>	
<p>Routine Supervision for health-related safety</p>	<p>Does the student require medication to be administered and/or stored at the School?</p>	<p>Ensure that the parent/carer is aware of the School's policy on medication management.</p> <p>Ensure that written advice is received, ideally from the student's medical/health practitioner for appropriate storage and administration of the medication – via the Department's Medication Authority Form.</p> <p>Ensure that a medication log or equivalent official medications register is completed by the person administering the taking of the medication.</p>	

<p>Are there any facilities issues that need to be addressed?</p>	<p>Ensure the schools first aid room/sick bay and its contents provide the minimum requirements and discuss and agree if other requirements are needed in this room to meet the student's health care needs.</p> <p>Ensure the school provides sufficient facilities to assist a student who requires a wheelchair or other technical support. Discuss this with the parent/carer/student.</p>	
<p>Does the student require assistance by a visiting nurse, physiotherapist, or other health worker?</p>	<p>Detail who the worker is, the contact staff member and how, when and where they will provide support.</p> <p>Ensure that the school provides a facility which enables the provision of the health service.</p>	
<p>Who is responsible for management of health records at the school?</p>	<p>Ensure that information privacy principles are applied when collecting, using, retaining or disposing of personal or health information.</p>	
<p>Where relevant, what steps have been put in place to support continuity and relevance of curriculum for the student?</p>	<p>For example, accommodation in curriculum design and delivery and in assessment for a student in transition between home, hospital and school; for a student attending part-time or episodically.</p>	

<p style="text-align: center;">Other considerations</p>	<p>Are there other considerations relevant for this health support plan?</p>	<p>For example, in relation to behaviour, such as special permission to leave group activities as needed; planned, supportive peer environment.</p> <p>For example, in relation to the environment, such as minimising risks such as allergens or other risk factors.</p> <p>For example, in relation to communication, is there a need to formally outline the communication channels between the school, family and health/medical practitioner?</p> <p>For example, is there a need for planned support for siblings/peers?</p>	
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