



### PURPOSE

To ensure that Portland Secondary College (Must Street & Victoria Parade campuses) appropriately supports students diagnosed with asthma. The College's Asthma Management Plan is part of the suite of policies which are linked to the Child Safe Policy which mandates zero tolerance to child abuse.

### OBJECTIVE

To explain to Portland Secondary College (Must Street & Victoria Parade campuses) 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.



### 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 Portland Secondary College (Must Street & Victoria Parade Campuses):

1. Parents/carers must provide the school with an [Asthma Care Plan](#) which has been completed by the student's medical practitioner. The plan must be provided to the school as soon as practicable after the child is enrolled, and where possible, before the student's first day. If an existing student is newly diagnosed with Asthma, the care plan must be provided to the School as soon as possible. The Asthma Care 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. Parents/carers should also provide a photo of the student to be included as part of the student's Asthma Care Plan.
3. Portland Secondary College (Must Street & Victoria Parade campuses) will keep all Asthma Care Plans:
  - Within the students' files housed in the general office.
4. School staff may also work with parents/carers to develop a Student Health Support Plan which will include details on:
  - how the school will provide support for the student
  - identify specific strategies



- allocate staff to assist the student

Any Student Health Support Plan will be developed in accordance with Portland Secondary College's (Must Street & Victoria Parade campuses) Health Care Needs Policy.

If a student diagnosed with asthma attends a school camp or excursion, Portland Secondary College (Must Street & Victoria Parade campuses) parents/carers are required to provide any updated medical information upon giving consent to attend.

5. If a student's asthma condition or treatment requirements change, parent/carers must notify the school and provide an updated Asthma Care Plan as soon as possible.
6. School staff will work with parents/carers to review Asthma Care Plans (and Student Health Support Plans) once a year.

### Student asthma kit

All students diagnosed with asthma are required to have a student asthma kit at school which contains:

- their own prescribed reliever medication labelled with the student's name
- their spacer (if they use one)

Students will be required to keep their asthma kits with them while at school.

### 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 reliable student to locate the student's reliever, the Asthma Emergency Kit and the student's Asthma Care 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.	<p>Wait 4 minutes</p> <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> <p>(or give 1 more dose of Bricanyl or Symbicort inhaler)</p>
4.	<p>If there is still no improvement call Triple Zero "000" and ask for an ambulance.</p> <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.	<p>If asthma is relieved after administering Asthma First Aid, stop the treatment and observe the student. Notify the student's emergency contact person and record the incident.</p>

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

Portland Secondary College (Must Street & Victoria Parade campuses) will arrange the following asthma management training for staff:

Staff	Completed by	Course	Provider	Cost	Valid for
<b>Group 1 General Staff</b>	School staff with a direct teaching role with students affected by asthma or other school staff directed by the principal after conducting a risk assessment.	Asthma first aid management for education staff (non-accredited)  One hour face-to-face or online training.	The Asthma Foundation of Victoria	Free to all schools	3 years
<b>Group 2 Specific Staff</b>	Staff working with high risk children with a history of severe asthma, or with direct student wellbeing responsibility, (including nurses, PE/sport teachers, first aid and school staff attending camp)	<i>Course in Management of Asthma Risks and Emergencies in the Workplace</i> 22282VIC (accredited)  OR	Any RTO that has this course in their scope of practice	Paid by Portland Secondary College	3 years



		<i>Course in Emergency Asthma Management 10392NAT  (accredited)</i>			
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Portland Secondary College (Must Street & Victoria Parade campuses) will also conduct an annual briefing for all permanent staff on:

- the procedures outlined in this policy
- the causes, symptoms and treatment of asthma
- how to use a puffer and spacer

Portland Secondary College (Must Street & Victoria Parade campuses) will also provide this policy to casual relief staff and volunteers who will be working with students, and may also provide a briefing if the principal decides it is necessary depending on the nature of the work being performed.

### Asthma Excursion Kit

Portland Secondary College (Must Street & Victoria Parade campuses) will ensure that all first aid kits to be taken off campus contain asthma medication and spacers.

### Management of confidential medical information

Confidential medical information provided to Portland Secondary College (Must Street & Victoria Parade campuses) 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 Portland Secondary College's website so that parents and other members of the school community can easily access information about Portland Secondary College's asthma management procedures.

### Epidemic Thunderstorm Asthma

Portland Secondary College (Must Street & Victoria Parade campuses) 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

- [Health Care Needs Policy.docx](#)
- [First Aid Policy.docx](#)
- Asthma Foundation Victoria: [Resources for schools](#)
- School Policy and Advisory Guide:
  - [Asthma](#)
  - [Asthma Attacks: Treatment](#)
  - [Asthma Emergency Kits](#)

### REVIEW CYCLE AND EVALUATION

DATE	VERSION	RATIFIED BY	NEXT REVIEW
Oct 2018	2	Portland Secondary College School Council	Sept 2020