



Asthma Policy

Purpose

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

Scope

To explain to Fairfield Primary School parents/carers, staff and students the processes and procedures in place to support students diagnosed with asthma, or who are experiencing asthma symptoms.

This policy applies to:

- All staff, including casual relief staff, contractors, and volunteers.
- All students diagnosed with asthma or who may require emergency treatment for asthma and their parents/carers.

Policy

Asthma is a long-term lung condition. People with asthma have sensitive airways in their lungs that 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. 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. The most common asthma symptoms are:

- Breathlessness
- Wheezing (a whistling noise from the chest)
- Tight feeling in the chest
- Persistent cough

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
- Colds/flu
- Smoke (cigarette smoke, wood smoke from open fires, burn-offs or bushfires)
- Weather changes such as thunderstorms and cold, dry air
- House dust mites
- Moulds
- Pollens
- Animals such as cats and dogs
- Chemicals such as household cleaning products



- Certain medications (including aspirin and anti-inflammatories)
- Food chemicals/additives
- Deodorants (including perfumes, after-shaves, hair spray and aerosol deodorant sprays)
- Laughter or emotions, such as stress

Students Diagnosed with Asthma at Fairfield Primary School

1. Parents/carers must provide the school with an *Asthma Action Plan* that 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 taken in the event of an asthma flare-up or attack.
 - Parents/carers should also provide a photo of the student to be included as part of the student's *Asthma Action Plan*.
2. Fairfield Primary School will keep all *Asthma Action Plans* in the First Aid Room. Teachers also have a copy of the action plans, relevant to the students in their class.
3. School staff may also work with parents/carers to develop a *Student Health Support Plan* that will include details on:
 - How the school will provide support for the student.
 - Identify specific strategies.
 - Allocate staff to assist the student.
4. If a student diagnosed with asthma is going to attend a school camp or excursion, Fairfield Primary School parents/carers are required to provide any updated medical information.
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* (and *Student Health Support Plans*) once a year, at the start of the year.

Student Asthma Kit

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

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

Student asthma kits will be stored in the First Aid Room, by the school office.



Asthma Emergency Response Plan

If a student is:

- Having an asthma attack.
- Having 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">• Be calm and reassuring.• Do not leave them alone.• Seek assistance from another staff member or reliable student to locate the student’s reliever, the <i>Asthma Emergency Kit</i> and the student’s <i>Asthma Action Plan</i> (if available).• If the student’s action plan is not immediately available, use the <i>Asthma First Aid</i> as described in Steps 2 to 5 below.
2.	Give 4 separate puffs of blue or blue/grey reliever puffer: <ul style="list-style-type: none">• Shake the puffer.• Use a spacer if you have one.• Put 1 puff into the spacer.• Take 4 breaths from the spacer. Remember – Shake, 1 puff, 4 breaths.
3.	Wait 4 minutes <ul style="list-style-type: none">• If there is no improvement, give 4 more separate puffs of blue/grey reliever as above (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">• Tell the operator the student is having an asthma attack• 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)
5.	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.

Staff will call Triple Zero “000” immediately if:

- The person is not breathing.
- The person’s asthma suddenly becomes worse or is not improving.
- The person is having an asthma attack and a reliever is not available.
- They are not sure if it is asthma.
- The person is known to have anaphylaxis.



Training for Staff

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

Staff	Completed by	Course	Provider	Cost	Valid for
Group 1 General Staff	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.	Asthma Australia	Free to all schools	3 years
Group 2 Specific Staff	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 22282VIC</i> (accredited) OR <i>Course in Emergency Asthma Management 10392NAT</i> (accredited).	Any RTO that has this course in their scope of practice.	Paid by Fairfield Primary School	3 years

Fairfield Primary School will also conduct an annual briefing for staff each year, at the start of the year. If new action plans are implemented, staff will be updated, as needed.

- The procedures outlined in this policy.
- The causes, symptoms and treatment of asthma.
- Identities of the students diagnosed with asthma.
- How to use a puffer and spacer.
- The location of *Asthma Emergency Kits* and asthma medication (which has been provided by parents for student use).

Fairfield Primary School will also provide this policy to casual relief staff and volunteers who will be working with students and may provide a briefing, if the principal decides it is necessary, depending on the nature of the work being performed.

Asthma Emergency Kit

Fairfield Primary School will provide and maintain at least two *Asthma Emergency Kits*. One kit will be kept on school premises in the First Aid Room and one will be a mobile kit for activities such as:

- Yard duty
- Camps and excursions

Fairfield Primary School will have an additional kit for every 300 students. These additional kits will be stored in the First Aid Room.



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 (Fairfield Primary School will ensure spare spacers are available as replacements). Spacers will be stored in a dust proof container.
- Clear written instructions on *Asthma First Aid*, including:
 - How to use the medication and spacer devices.
 - Steps to be taken in treating an asthma attack.
- A record sheet/log for recording the details of an asthma first aid incident, such as the number of puffs administered [see the “Medication Administration Log” in Appendix A].

The school first aid officer/ the school nurse will monitor and maintain the *Asthma Emergency 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.

The blue or blue/grey reliever medication in the *Asthma Emergency 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.

After each use of a blue or blue/grey reliever (with a spacer):

- Remove the metal canister from the puffer (do not wash the canister).
- Wash the plastic casing.
- Rinse the mouthpiece through the top and bottom under running water for at least 30 seconds.
- Wash the mouthpiece cover.
- Air dry then reassemble.
- Test the puffer to make sure no water remains in it, then return to the Asthma Emergency Kit.

Management of Confidential Medical Information

Confidential medical information provided to Fairfield 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.

Epidemic Thunderstorm Asthma

Fairfield 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 & Resources

- Asthma Australia: [Resources for Schools](#)
- Department of Education policies Department's from the *Policy and Advisory Library*: [Asthma](#)

Communication

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

Evaluation

This policy will be reviewed as part of Fairfield Primary School's 4-year review cycle in October 2026.

Policy Review & Approval

Policy last reviewed	October 2022
Consultation	Consultation with School Council Policy sub-committee and shared with School Council in October 2022
Approved by	Principal and School Council in October 2022
Next scheduled review date	October 2026

Appendix A

MEDICATION ADMINISTRATION LOG

For students requiring medication to be administered at school.

This log should be completed by the staff member administering medication to any student at the school.

Name of student: _____ **Year level:** _____

Date (dd/mm/yy)	Time	Name of Medication and Dose	Tick when checked ✓				Comments	Staff member administering (Print name & initial)	Staff member checking* (Print name & initial)
			Correct Child	Correct Medication	Correct Dose	Correct Route (oral/inhaled)			

***Cross-checking:** It is recognised that in many school settings medication is administered using a system of two staff members checking that medication is correctly administered. This is an appropriate added safety measure and is seen as good practice.