

TERANG COLLEGE

ASTHMA

POLICY

1. RATIONALE

Terang College staff, students and wider community need to be aware and supportive of students diagnosed with asthma and the dangers associated with asthma which 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.

2. AIMS

- 2.1 To ensure Terang College appropriately supports students diagnosed with asthma.
- 2.2 To explain to Terang College parents/guardians, staff and students the processes and procedures in place to support students diagnosed with asthma.
- 2.3 To have processes should any person at the College require emergency treatment for asthma.
- 2.4 To ensure College and staff are aware symptoms and triggers can vary over time and often vary from person to person but may include:
 - 2.4.1 *Symptoms*
 - 2.4.1.1 breathlessness
 - 2.4.1.2 wheezing (a whistling noise from the chest)
 - 2.4.1.3 tight feeling in the chest
 - 2.4.2 *Triggers*
 - 2.4.2.1 exercise
 - 2.4.2.2 colds/flu
 - 2.4.2.3 smoke (cigarette smoke, wood smoke from open fires, burn-offs or bushfires)
 - 2.4.2.4 weather changes such as thunderstorms and cold, dry air
 - 2.4.2.5 house dust mites
 - 2.4.2.6 moulds
 - 2.4.2.7 pollens
 - 2.4.2.8 animals such as cats and dogs
 - 2.4.2.9 chemicals such as household cleaning products deodorants
 - 2.4.2.10 (including perfumes, after-shaves, hair spray and aerosol deodorant sprays)
 - 2.4.2.11 food chemicals/additives
 - 2.4.2.12 certain medications (including aspirin and anti-inflammatories)
 - 2.4.2.13 laughter or emotions, such as stress.

3. IMPLEMENTATION

- 3.1 Issues, actions and decisions relating to this policy will take into account DET policies, memos, guidelines and circulars and Government Ministerial Orders and Acts.
- 3.2 **Parents (and students where appropriate):**
 - 3.2.1 Parents of students known to be at risk of asthma reactions are required to provide the College with a Asthma Care Plan which has been completed by the student's medical practitioner and must include:
 - 3.2.1.1 the prescribed medication taken by the student and when it is to be administered

- 3.2.1.2 emergency contact details
- 3.2.1.3 student's medical practitioner contact details
- 3.2.1.4 the student's known triggers
- 3.2.1.5 the emergency procedures to be taken in the event of an asthma flare-up or attack.
- 3.2.1.6 a photo of the student attached.

3.2.2 Parents of students known to be at risk of asthma are required to provide a completed to Asthma Care Plan dated yearly or more if details change. Parents of students at risk of asthma are required to supply the College with medication (with a current use-by date) outlined in their child's Asthma Care Plan.

3.3 Training:

3.3.1 The College will ensure all staff are provided with recognised asthma training at least every three years.

3.3.2 Induction of new staff will include appropriate training sought as soon as possible and an awareness of information including:

3.3.2.1 title and legal requirements as outlined in Ministerial Order 706;

3.3.2.2 pictures of the students at Terang College at risk of asthma, their symptoms and triggers, year levels and care plans;

3.3.2.3 the College's First Aid, Ill Students & Medication Administration policy and emergency response procedures.

3.3.3 The Principal will ensure while the student is under the care or supervision of the College, including excursions, yard duty, camps and special event days, there is a sufficient number of College staff present who have successfully completed an asthma training course.

3.4 Individual Asthma Care Plans:

3.4.1 For any student who has been diagnosed by a medical practitioner as being at risk of asthma, an individual Asthma Management Plan will be developed in consultation with the student's parents. Individual management plans will be in place as soon as practicable after a student enrolls and where possible before their first day at the College.

3.4.2 The Individual Asthma Management Plan will set out the following:

3.4.2.1 information about the student's medical condition relating to the condition and the potential for reactions, including the symptoms or triggers the student might exhibit in the event of a reaction (based on a written diagnosis from a medical practitioner).

3.4.2.2 strategies to minimise the risk of exposure to known triggers while the student is under the care or supervision of College staff, for in-College and out-of-College settings including in the College yard, at camps and excursions, or at special events conducted, organised or attended by the College.

3.4.2.3 the name of the person(s) responsible for implementing the risk minimisation strategies which have been identified in the plan.

3.4.2.4 information on where the student's medication will be stored.

3.4.2.5 the student's emergency contact details.

3.4.2.6 an up-to-date Asthma Care Plan completed by the student's medical practitioner.

3.5 Risk Minimisation Strategies:

3.5.1 Terang College administration staff will contact parents if new medication is required.

3.5.2 The College will put in place Risk Minimisation Strategies for both in-College and out-of-College settings which include (but are not limited to) the following:

3.5.2.1 during classroom activities (including class rotations, specialist and elective classes),

3.5.2.2 between classes and other breaks,

3.5.2.3 before and after College,

3.5.2.4 camps and excursions, or at special events conducted, organised or attended by the College.

3.5.3 Each yard duty first aid bag will contain a list and photo of each student with an Asthma Care Plan.

3.5.4 The Daily Organiser will inform relief staff of students in their class who are at risk of asthma and;

3.5.4.1 the legal requirements as outlined in Ministerial Order 706;

3.5.4.2 awareness of where the College displays information and plans of Terang College students with a medical condition;

3.5.4.3 the College's First Aid, Ill Students & Medication Administration policy and emergency response procedures.

3.5.5 The Terang College Principal or delegate will complete yearly a risk management checklist to monitor compliance with their obligations.

3.6 Emergency Response:

3.6.1 The College will:

3.6.1.1 keep an up-to-date list of students identified as being at risk of asthma.

3.6.1.2 maintain electronic and printed Individual asthma care plans which will be available in the administration area of the College and be known and accessible to all College staff.

3.6.1.3 Create an individual Health Wallet per student with a medical condition which will be located at either campus Administration Storeroom and will contain:

3.6.1.3.1 the usual medical treatment needed by the student at the College or on College activities

3.6.1.3.2 the medical treatment and action needed if the student's condition deteriorates.

3.6.1.3.3 Cases report SMC21101 which advises the name, address and telephone numbers for an emergency contact as well as the student's doctor.

3.6.1.3.4 a copy of the student's individual asthma care plan with the original plan filed in the student's file available from the administration area.

3.6.1.4 plans and action plans on excursions, camps and other off site activities and will communicate to all staff members involved as to where these are located during an event.

3.6.1.5 will store the medication outlined individual care plan in a room readily accessible and not locked.

3.6.1.6 communicate with staff about the location of medication and plans both at the College and for off-site activities.

3.6.1.7 communicate yearly with College staff, students and parents about asthma via mediums outlined in Communication Policy.

3.7 Asthma Preventative Medication for General Use:

3.7.1 Preventative medication for general use will be supplied by the College, and as a back up to those supplied by parents.

3.7.2 The Principal will determine the number of additional preventative medication required to be purchased by the College. In doing so, the Principal should take into account the following relevant considerations:

3.7.2.1 the number of students enrolled at the College who have been diagnosed as being at risk of asthma.

3.7.2.2 the accessibility of preventative medication provided by parents of students who have been diagnosed as being at risk of asthma.

3.7.2.3 the availability and sufficient supply of preventative medication for general use in specified locations at the College including in the College yard, and at excursions, camps and special events conducted, organised or attended by the College.

3.7.2.4 the preventative medications for general use have a limited life and will be replaced at the College's expense either at the time of use or expiry, whichever comes first.

3.8 Communication Plan:

3.8.1 When a student is at risk of asthma at the College, the College will inform College staff, students and parents about how to respond to an asthma attack by:

3.8.1.1 recording all current information on the College administration operating system

3.8.1.2 ensure staff have electronic access to student medical information recorded in the administration operation system.

3.8.1.3 yearly, in the mediums outlined in College Communication Policy:

3.8.1.3.1 posting articles about asthma

3.8.1.3.2 outlining the College Policies relating to asthma.

3.8.1.4 College staff briefings at least each year.

- 3.8.1.5 yearly providing students with age appropriate written and verbal general asthma education.
- 3.8.1.6 outlining prevention and management details delivered by the College.
- 3.8.1.7 for off-site activities or special events, ensuring staff and parents attending are aware of individual care plans with risk management strategies written and distributed to relevant staff and parents in advance of the event.
- 3.8.1.8 visitors and relief staff should be made aware, through verbal instruction and written information of students at risk and the College's first aid procedures. The visitors should be made aware of their role in responding to any reaction by a student in their care.

3.9 Equipment:

- 3.9.1 The College will supply in-date preventative medication and spacers for general use which will be stored in an unlocked first aid area in the administration area of the College and be known and accessible to all College staff.
- 3.9.2 Asthma emergency response posters will be displayed in the staffroom, the first aid room and other locations around the College.

3.10 References:

- 3.10.1 Terang College Ill Students, First Aid & Medication Administration Policy
- 3.10.2 Asthma Foundation Victoria: Resources for schools -
<https://www.asthmaaustralia.org.au/vic/education-and-training/for-victorian-schools/victorian-schools-resources/school-resources>
- 3.10.3 School Policy and Advisory Guide:
<https://www.asthmaaustralia.org.au>
- 3.10.4 Department of Education & Training - Asthma Attacks:
<https://www.education.vic.gov.au/school/principals/spag/health/Pages/asthmaattack.aspx>
- 3.10.5 Asthma Emergency Kits -
<https://www.education.vic.gov.au/school/principals/spag/health/Pages/astmakits.aspx>

4. EVALUATION

- 4.1. This policy will be reviewed every three years as part of the College's Policy review cycle.

Approved by College Council on 17/06/19