

“Understanding Through Communication”

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**ASTHMA POLICY**

The aim of the policy is to document strategies for implementation of best practice in asthma management within our school setting. This will ensure that:

* All staff are aware of students who have been diagnosed with asthma.
* All individuals who have asthma are able to receive appropriate medical attention as required.
* Staff are able to respond to the needs of those who have not been diagnosed with asthma and who have an asthma attack or difficulty breathing.

This policy is based on The Asthma Foundation recommendations and training and is current as at September 2012.

This policy should be read in conjunction with:

* The Kororo Public School First Aid Plan.
* The Occupational Health and Safety Act
* Asthma Foundation NSW Policies.
* The Becoming Asthma Friendly Resource Pack.

**Our Commitment**

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

School Leadership and the School Administration Manager will:

* Identify individuals with asthma during the enrolment process.
* Provide parents of students with asthma a copy of the Asthma Policy upon enrolment.
* Provide all staff with a copy of the Asthma Policy and explain the expectations for staff around asthma management.
* Provide opportunity for staff to regularly attend formal asthma training.
* Maintain an up to date asthma training register.
* Ensure a trained staff member is present during all on and off site activities and excursions.
* Provide an Asthma Record to individuals with asthma upon enrolment. The completed Asthma Record is to be returned promptly to the school, reviewed annually and kept on file.
* Ensure all teachers are informed of asthma students in their care.
* Ensure Asthma posters are on display in key locations around the school.
* Ensure Asthma Emergency Kits are kept up to date and in line with the policy of the NSW Asthma Foundation.
* Provide an Asthma Emergency Kit for all excursions and off site activities.
* Identify and where possible minimize asthma triggers where possible.
* Promptly communicate any concerns should it be considered that an individual’s asthma is limiting their ability to participate fully in all school activities.

**Staff Will:**

* Ensure that they have current training in managing an asthma emergency.
* Ensure that they are aware of students with asthma in their care.
* Optimize the health and safety of each students through supervised management of their asthma where required.
* Ensure that all regular prescribed asthma medication is administered according to the student’s Asthma Action Plan.
* Administer all emergency asthma medication according to the Asthma Action Plan. If no Asthma Plan is available then the Standard Asthma First Aid Plan should immediately be followed.
* Promptly communicate to the principal and families concerns about asthma limiting a student’s ability to participate in school activities.
* Provide the contact details for the Asthma Foundation NSW if further advice is needed.
* Accept responsibility for the security of asthma kits and promptly return these to the school office.
* Encourage asthmatics to carry their reliever medication and use their medication as soon as symptoms develop.
* Ensure all students attending an overnight excursion have a completed School Overnight Asthma Management Plan completed.
* Identify and where possible, minimize asthma triggers.

**Families will:**

* Inform staff either upon enrolment or upon diagnosis, of an asthma diagnosis.
* Provide all information to the school regarding the student’s asthma via the asthma Record in consultation with the doctor.
* Notify the school and the child’s teacher of any changes to the Asthma Record during the school year.
* Provide the school with a School Asthma Management Plan for Overnight Excursion.
* Ensure that an adequate supply of appropriate medication and spacer device clearly labeled, is provided where applicable, labeled with the student’s name.
* Ensure medication is within valid use by dates.
* Communicate all relevant information and concerns with staff as the needs arises eg asthma symptoms were present during the night.

**Steps** in the Process when a student has been identified as Asthmatic.

* 1. Parents are provided with a school Asthma Pack containing relevant policies either upon enrolment or upon initial diagnosis which ever occurs first.
  2. Parents are to read and sign the Policy acknowledgement form and return it to school.
  3. Parents are to provide the school with a current Child Asthma Record or Asthma Action Plan. The Plan must be reviewed annually.
  4. Parents must ensure that relevant information is passed onto the school should changes to asthma management occur.
  5. Parents must provide the school with appropriate medication or clearly nominate the child as self monitoring.
  6. The school must ensure that staff are made aware of students who have asthma in the school.
  7. A management plan for overnight excursions must be filed with the student’s medical information prior to the excursion and must accompany the student on the excursion.

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For Review September 2013.

S.Mackay - Principal