

ASTHMA COMMUNICATION PLAN

Relationship with other policies:

This policy is to be read in conjunction with the Asthma Policy.

Purpose:

The Asthma Communication Plan will ensure all members of the Killester College community are aware of the procedures for the prevention and management of asthma at the College, or outside the College on College-related activities.

Implementation:

Expectations of enrolling parents

At the time of enrolment or (if a later) diagnosis, it is expected that parents will advise the College without delay when a student is diagnosed with asthma by a medical practitioner. An Asthma Action Plan will be developed for the student by their medical practitioner and a copy of the plan placed in the Admin Building, Staff Room, Food Technology area, relevant Student Development Leader's office, Canteen and SEQTA (School Administration Program).

Parents/guardians must provide their daughter with reliever medication that is current and not expired. The student's reliever medication should be replaced as needed.

Publication

This Asthma Communication Plan will be published on the school's website and on the staff intranet.

Communication to all staff:

All staff will be briefed in detail at least once per calendar year.

Staff are also able to access a student's Asthma Action Plan in SEQTA.

Casual relief teacher (CRT) / Non staff volunteer / Sport or other Activities leader or support

Asthma information will be included in the manual provided to all CRT and volunteer staff regarding students and this will be provided by the School and Community Support Coordinator at the beginning of the applicable visit/employment. An Action Plan for students who are asthmatic will also be identified on SEQTA when marking rolls.

Raising Student Awareness

Classroom education from Student Development Leaders and year level staff during the year will reinforce the importance of

- avoiding triggers (exercise; colds/flu; smoke; 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; food chemicals/additives; certain medications (including aspirin and anti-inflammatories);
- emotions such as stress and laughter
- always taking asthma seriously
- identifying asthma attacks quickly
- using roll-on deodorants in place of aerosols
- ensuring trip and excursion groups and sporting teams are aware of student needs in relation to severe medical alerts and asthma.

Individual Asthma Action Plan

Individual Asthma Action Plans will be in place as soon as practical after the student enrolls and where possible, before their first day of school. The plan should include:

- information about the diagnosis, including severity, known triggers (based on a diagnosis from a medical practitioner)
- strategies to minimise the risk of an asthma attack while the student is under the care or supervision of College staff, for in-school and out-of-school settings including camps and excursions
- the name of the person/s responsible for implementing the strategies
- the student's emergency contact details
- information on where the student's medication will be stored.

Administering Prescribed Asthma Medication

Parents/Guardians of students who require prescribed medication to be administered during College hours must notify the College of this requirement to discuss how prescribed medication can be supplied, administered and stored as outlined on the Asthma Action Plan.

Students who have been diagnosed with asthma should carry their blue or blue/grey reliever medication on their person at all times so it is available in case of an asthma emergency.

Asthma Emergency Kits

Killester College keeps Asthma Emergency Kits containing back up reliever medication in various locations around the school as listed below:

Locations of Emergency Asthma Kits	Asthma Emergency Kits
<ul style="list-style-type: none"> • Administration Office in the Student Medication cupboard? • Sick Bay 	<p>MUST contain the following:</p> <ul style="list-style-type: none"> • Blue or blue/grey reliever medication such as Airomir, Asmol, or Ventolin • At least two single use spacer devices • Clear instructions on: <ul style="list-style-type: none"> ○ 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 a first aid incident <p>NB. Up-to-date Ventolin and spacers will be maintained each term as part of the First Aid equipment checklist review.</p>

Responding to Asthma:

Classrooms

In the event of asthma symptoms in the classroom, the teacher is to **immediately** implement the student's Asthma Action Plan:

- Reassure the student and remain with them.
- Call another staff member to remove other students from the area. This staff member to call the Principal/Office.
- Sit the student upright.
- Locate the students' reliever and assist them in taking their medication according to their plan.
- If no improvement or severe symptoms progress **call an Ambulance. Dial 000**. More medication may be administered after 4 minutes.
- Record the time of the administration of the puffer and spacer. Watch to see if signs of asthma subside or return. If necessary, administer the puffer and spacer again.
- Office/Leadership Team member will coordinate emergency procedures.
- Notify the main office and they will contact the student's parent/guardian or emergency contact.

Yard

Yard duty staff members will not leave a student who is experiencing asthma symptoms unattended.

The yard duty staff member will:

- Call 000 immediately if a severe attack (if mobile phone available).
- Notify the main office by sending another staff member or student.
- Two staff members are to bring the student's Asthma Action Plan, mobile phone and puffer and spacer and proceed immediately to the student who is having asthma symptoms.

At the site of the emergency:

- Where possible, a staff member trained in the administration of a puffer will administer the puffer and spacer.
- If 000 has not already been called, this is to be done via mobile phone immediately and advise the operator that a student has suffered an asthma attack and that a puffer and spacer have been administered.
- The staff member who administered the puffer and spacer will record the time when the puffer was given.
- The staff members to watch to see if symptoms of asthma subside or return. If necessary, administer the puffer and spacer again after 4 minutes.
- The Office/Leadership Team will coordinate emergency procedures including contacting the student's emergency contact person.

Special Event Days, Excursions and Camps

Prior to leaving the school on an excursion (including camps), the office staff will ensure that the student with asthma has an up-to-date Action Plan and a puffer and spacer. The student's puffer, Action Plan and a spare puffer (supplied by parents) will be taken to the off-site event.

Best practice is for students with asthma to carry their own asthma medication/relievers on them at all times at school and on excursions, trips. The school supports and **strongly recommends this occurs**.

In the event of asthma symptoms away from school, the teacher is to immediately implement the student's emergency Asthma Action Plan, call an ambulance if considered an emergency, and then notify the school. The Principal and a member of the Leadership Team should be notified without delay. They will arrange for parents or guardians to be notified and for appropriate reports to be made.

Post-incident Action

It is expected that after an incident has occurred and has been resolved, that staff members involved will engage in the following activities:

- Completion of an Incident/Accident Report form including full details of the event and what occurred via Complispace.
- Collection of the student's personal effects (if the student is transported by ambulance and does not have them) for return to school.
- Debrief with students directly involved as witnesses to the event.
- Debrief of staff involved.
- Communication with the Principal and members of Leadership Team, as appropriate, regarding the particulars of the incident, actions taken and outcomes.
- Discuss with parents (later) what occurred and ask them to seek medical advice on how it may be prevented in future (the Principal).
- Review the student's Action Plan (the Principal/Leadership Team and First Aid Coordinator).
- Implement updated risk prevention strategies (where applicable).

Review: 2020

Ratified by Stewardship Council:

Stewardship Council Chairperson signature:	
Date:	

Last Updated: December 2020