

# Asthma Policy

## Context

Asthma is a common medical condition, that with the correct preventative and treatment practices can be an easily-managed condition. Having appropriate processes and recording capabilities is essential to ensure accurate and easily obtainable information is at hand.

The following procedures identify that the key stakeholders in managing asthma are the student, Killester College and parents. Each stakeholder needs to ensure that their responsibilities are met in order for the management of asthma to be effective. These are highlighted below.

## Values

- Cooperation
- Responsibility
- Healthy Lifestyle
- Safety

## Policy

Killester College will follow the guidelines of the Asthma Foundation of Victoria for the implementation of individual action plans for those students who suffer from asthma.

## ASTHMA MANAGEMENT PROCEDURES

### School Responsibility

Killester College will ensure that students who suffer from asthma are identified and that this indication is given on all of the following:

- Excursion Forms
- Enrolment Applications
- Camp Forms
- Student Detail Update forms
- Re-enrolment forms

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Then, a School Asthma Management Plan or Action Plan is to be provided by the family and be stored and accessible to relevant staff at Killester College.

Killester College will ensure First Aid qualified staff receive regular inservicing of asthma treatment practices.

Killester College will ensure treatment procedures are visibly displayed in the sick bay.

**Procedures:**

1. The Asthma Action Plan is updated annually as part of the re-enrolment process.
2. The Asthma Action Plan is updated if there is a change in medication or medical status
3. The Asthma Action Plan resides in the student’s personal file and can be accessed at the front office.
4. The Asthma Action Plan for individual students must be taken on any camp.
5. A copy of all Asthma Action Plans will reside in the front office where they are easily accessible to first aid staff and front office staff.
6. A student identified as suffering from Asthma is tagged as such on SEQTA (school administration software).
7. A list of asthma sufferers together with a copy of all Asthma Action Plans will be contained within a folder that is taken on all overnight camps.

**Student Responsibility**

Students attending Killester College will be:

- Encouraged to carry or have available appropriate asthma medication and to self-administer as necessary.
- Encouraged to take reliever medication as soon as any asthma-like symptoms develop.

**Parent Responsibility**

Parents/Carers of asthmatic students attending Killester College:

- Will complete the written authority section of Asthma Action Plan for College staff to administer prescribed medications should their child need assistance.
- Will be responsible for ensuring that their daughter has an adequate supply of appropriate asthma medication at the College.
- Will provide an updated Asthma Action Plan annually.

**Related documents**

- Asthma Communication Plan
- Pastoral Care Plan

**Review:** 2023

**Ratified** by KEM Board, add date

KEM Board Chairperson signature:	
Date:	

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