Purpose
The aim of this policy is to document strategies for implementation of best practice asthma management within our setting so that:

- All staff are aware of which individuals are asthmatic
- All individuals who have asthma can receive appropriate attention as required
- We can respond to the needs of those who have not been diagnosed with asthma and who have an asthma attack or difficulty breathing

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

The Management will:
- Identify individuals with asthma during the enrolment process.
- Provide individuals with a copy of the Asthma Policy upon enrolment.
- Provide all staff with a copy of the Asthma Policy and brief them on asthma procedures upon their appointment to their position with us.
- Provide opportunity and encouragement for staff to attend regular asthma training and ensure that at least one trained member of staff is present during all onsite and offsite activities.
- Provide an Asthma Record to individuals with asthma upon enrolment. The completed Asthma Record is to be returned promptly, reviewed annually and kept in a central location.
- Ensure that all staff are informed of those with asthma in their care.
- Formalise and document the internal procedures for Asthma First Aid, for both individuals with a diagnosis of asthma, and those with no known diagnosis of asthma (first attack).
- Ensure that at least one Asthma First Aid poster is displayed in a key location.
- Ensure that the Asthma Emergency Kit contains a blue reliever puffer (e.g. Airomir, Asmol, Epaq or Ventolin), a spacer device and child mask if necessary and concise written instructions on Asthma First Aid procedures.
- Provide a mobile Asthma Emergency Kit for use on activities offsite.
- Identify and, where possible, minimise asthma triggers.
- Promptly communicate any concerns should it be considered that an individual’s asthma is limiting his/her ability to participate fully in all activities.

Staff will:
- Ensure that they maintain current training in managing an asthma emergency.
- Ensure that they are aware of anyone in their care with asthma.
- Optimise the health and safety of each individual through supervised management of their asthma where required.
- Ensure that all regular prescribed asthma medication is administered in accordance with the information on the personalised Asthma Record or Asthma Action Plan.
- Administer emergency asthma medication if required according to the Asthma Action Plan. If no Asthma Plan is available the Standard Asthma First Aid Plan should be followed immediately.

(children are to be sat down, reassured, administered 4 puffs of a shaken reliever puffer (blue canister) delivered via a spacer – inhaling 4 deep breaths per puff, wait 4 minutes, if necessary administer 4 more puffs and repeat the cycle. An ambulance must be called if there is no improvement after the second 4-minute wait period, or if it is the child’s first known attack. Parents must be contacted whenever their child suffers an asthma attack.)

www.asthma.org.au
- Promptly communicate, to management and where applicable, families, if they are concerned about asthma
- Limiting an individual’s ability to participate fully in all activities, if necessary.
- Regularly maintain all asthma components of the first aid kit to ensure all medications are current and any asthma devices are cleaned after each use and ready to use.
- Encourage asthmatics to carry their reliever medication and use their medication as soon as symptoms develop.
- Identify and, where possible, minimise asthma triggers.

**Families will:**
- Inform staff, either upon enrolment or on initial diagnosis, if their child has a history of asthma.
- Provide all relevant information regarding the individual’s asthma via the Asthma Record as provided by their doctor.
- Notify the staff, in writing, of any changes to the Asthma Record during the year.
- Ensure that an adequate supply of appropriate medication (reliever) and spacer device clearly labeled is provided where applicable with the individual’s name.
- Communicate all relevant information and concerns with staff as the need arises e.g. if asthma symptoms were present during the night.

**Reference**
http://www.asthmafoundation.org.au

**Evaluation**
- This policy will be reviewed as part of the school’s three-year review cycle.

This policy was last ratified by School Council in.... June 2012

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