



St Columba's School Bayswater

Grow in Faith Seek Wisdom Live in Peace

Asthma Policy 2018

VISION STATEMENT

St Columba's Primary School aims to foster the total development of each individual, within a loving community, that is totally committed to supporting the Catholic faith, principles and ideals within the framework of the Mercy Values.

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Background and Relevant Legislation

Asthma is a chronic health condition affecting approximately 15% of children. It is one of the most common reasons for childhood admission to hospital. While an average of two people die in Victoria each week from asthma, many of these deaths are thought to be preventable. Community education and correct management will assist in minimising the impact of asthma.

It is generally accepted that children under the age of six do not have the skills and ability to recognise and manage their own asthma effectively. With this in mind, the Committee recognises the need to educate the staff and parents/guardians about asthma and to promote responsible asthma management strategies.

Legislation

- The Children's Services Act 1996
- The Children's Services Regulations 1998
- The Occupational Health & Safety Act 1998
- The Health Act 1958

IMPLEMENTATION DETAILS, DEFINITIONS AND EXPLANATORY NOTES

The actions required to implement this policy are as follows:

- All parents/guardians of children enrolled at the St Columba's Primary School to have access to a copy of the policy. A copy is provided to individual parents on request.
- Parents/guardians of children with diagnosed asthma to complete a written Asthma Action Plan.
- Parents/guardians of children with diagnosed asthma to provide a red hat for the child
- Display the Asthma Foundation of Western Australia *Asthma First Aid* posters in key locations at the St Columba's Primary School.
- Check that a plan of action for the emergency treatment of an asthma attack, based on the 4 Step Asthma First Aid Plan, has been developed for all children diagnosed with asthma.
- A suitably equipped First Aid Kit, containing necessary asthma medication and a spacer device to be available at St Columba's Primary School
- All staff to be provided with information regarding the care and management of a child who has asthma.
- Phone numbers for the Ambulance and The Asthma Foundation of Western Australia to be prominently displayed.

Definitions

Metered Dose Inhaler (puffer): Common delivery device used to administer reliever medication.

Emergency Asthma Management (EAM) Accreditation: Successful completion of a Course in Emergency Asthma Management.

Asthma Emergency: The onset of unstable or deteriorating asthma symptoms requiring immediate treatment with reliever medication.

Asthma Action Plan: A record of information on the child's asthma and how to manage it, including contact details, what to do when the child's asthma worsens and emergency treatment.

Asthma triggers: Things that may induce asthma symptoms e.g. pollens, colds/viruses, dust mites, smoke, exercise, etc. Asthma triggers will vary from child to child.

Bronchodilator Accreditation Number (BAN): This can only be acquired after successfully completing an EAM course. This number, belonging to an individual staff member, allows the St Columba's Primary School to purchase, hold and administer a blue reliever puffer for first aid purposes.

Puffer: Common name for a metered dose inhaler.

Reliever Medication: This comes in a blue container and is used to relax the muscles around the airways to relieve asthma symptoms e.g. *Airomir, Asmol, Epaq or Ventolin.*

Spacer device: A plastic device used to increase the efficiency of delivery of asthma medication from a puffer. It may be used in conjunction with a facemask.

POLICY

Values

St Columba's Primary School is committed to:

- Raising awareness about asthma among the staff, parents/guardians of children attending St Columba's Primary School and any others dealing with children at the school.
- Providing a safe and healthy environment for all children enrolled at the St Columba's Primary School.
- Providing an environment in which all children with asthma can participate in order to realise their full potential.
- Providing a clear set of guidelines and expectations to be followed with regard to the management of asthma.

Purpose

The aim of this policy is:

- For all children with asthma enrolled at the St Columba's Primary School to receive appropriate attention as required.
- To respond to the needs of children who have not been diagnosed with asthma and who have an asthma attack at St Columba's Primary School.

Procedures

The School will

- Where appropriate, organise Emergency Asthma Management training for staff.
- Where appropriate, organise asthma management information sessions for parents/guardians of children enrolled at St Columba's Primary School.
- Encourage open communication between parents/guardians and staff regarding the status and impact of a child's asthma.

- Provide funding for the staff to purchase asthma reliever medication and a spacer device for the First Aid Kit, as required.

Staff will

- Ask all parents/guardians as part of the enrolment procedure, prior to their child's attendance at St Columba's Primary School, whether the child has diagnosed asthma and document this information on the child's enrolment record.
- Provide families whose child has asthma with an Asthma Action Plan to complete in consultation with their doctor. On completion, this will be attached to the child's enrolment record.
- Compile a list of children with asthma and place it in a secure but readily accessible location, which is known to all staff. The list will also be included in the Relievers.
- Handbook together with the location of the Asthma Action Plans.
- Display *Asthma First Aid* posters in key locations at the St Columba's Primary School, for example, in the children's classroom and staffroom.
- Regularly maintain all asthma components of the First Aid Kit, to ensure all medications are current and any asthma devices are clean and ready for use.
- Ensure that asthma components are included in the First Aid Kit taken on any activities outside St Columba's Primary School.
- Consult with the parent/guardians of children with asthma, in relation to the health and safety of their child and the supervised management of the child's asthma.
- Identify and, where possible, minimise asthma triggers as defined in the definition section of the policy or in children's Asthma Action Plans.
- Promptly communicate any concerns to parents if it is considered that a child's asthma is limiting his/her ability to participate fully in all activities.
- Where necessary, modify activities for the child with asthma in accordance with their current needs and abilities.
- Administer all regular prescribed asthma medication in accordance with the Medication Book.
- Discuss with the parent/guardian the requirements of the Medication

Book and what is needed for their child.

Parents/guardians of a child with asthma will

- Inform staff, either on enrolment or on initial diagnosis, that their child has a history of asthma.
- Provide all relevant information regarding the child's asthma via the Asthma Action Plan.
- Provide a red hat for their child
- Notify the staff, in writing, of any changes to the information they entered on the Asthma Action Plan during the year, if this occurs.
- Provide an adequate supply of appropriate asthma medication and equipment (e.g. blue reliever medication and spacer) for their child at all times.
- Enter the required information in the Medication Book at the beginning of each term or when necessary.
- Communicate all relevant information and concerns to staff as the need arises (e.g. if asthma symptoms were present the previous night).
- Consult with the staff, in relation to the health and safety of their child and the supervised management of the child's asthma.

PLACE OF ACTION FOR A CHILD WITH DIAGNOSED ASTHMA

The staff, together with the parents/guardians of a child with asthma, will discuss and agree on a plan of action for the emergency management of an asthma attack based on the 4 Step Asthma First Aid Plan. This plan will be included as part of, or attached to, the child's Asthma Action Plan and enrolment record.

This plan should include action to be taken where the parent/guardian has provided asthma medication, and in situations where this medication may not be available.

ACTION TO BE TAKEN IF A CHILD SUDDENLY COLLAPSES OR HAS DIFFICULTY BREATHING- A POSSIBLE ASTHMA ATTACK

Children with a known asthma condition: Staff will follow the agreed plan of action for the child for the emergency treatment of an asthma attack as detailed in the Asthma Action Plan. If the child's Asthma Action Plan is **NOT** available, staff should immediately commence the **standard asthma emergency protocol** detailed below:

Step 1: Sit the child upright and remain calm to reassure them.

Step 2: Without delay shake a blue reliever puffer (inhaler) and give 4 separate puffs through a spacer. Use one puff at a time and ask the child to take 4 breaths from the spacer after each puff.

Step 3: Wait 4 minutes. If there is no improvement repeat step 2.

Step 4: If still no improvement after a further 4 minutes - call an ambulance immediately (dial 000) and state clearly that the child is "having an asthma attack."

Continuously repeat steps 2 and 3 whilst waiting for the ambulance.

- In an emergency, the blue reliever puffer used may be the child's own, from the First Aid Kit or borrowed from another child. Only staff who have completed a Course in Emergency Asthma Management may access the blue reliever puffer for first aid purposes from the First Aid Kit.

Children who staff are not aware have pre-existing asthma: In this situation, staff will: Step 1: Call an ambulance immediately (dial 000) and state that the child is having breathing difficulty.

Step 2: Administer 4 separate puffs of a blue reliever puffer via a spacer. Use one puff at a time and ask the child to take 4 breaths from the spacer after each puff.

Step 3: Keep giving 4 separate puffs of a blue reliever puffer every 4 minutes until the ambulance arrives.

- This treatment could be life saving for a child whose asthma has not been previously recognised and it will not be harmful if the collapse or breathing difficulty was not due to asthma. Reliever medication is extremely safe, even if the child does not have asthma.

CLEANING OF DEVICES

Devices (puffers and spacers) from the First Aid Kit must be thoroughly cleaned after each use to prevent cross infection. In most cases a child will use his/her own puffer and spacer. Devices can be easily cleaned by following these steps (NHMRC Infection Control Guidelines 2003):

1. Ensure the canister is removed from the puffer container (the canister must not be submerged) and the spacer is separated into two parts.
2. Wash devices thoroughly in hot water and kitchen detergent.
3. Do **not** rinse.
4. Allow devices to 'air dry'. Do not rub dry.
5. When dry, wipe with a 70% alcohol swab (e.g. Medi-Swab available from pharmacies), paying particular attention to the inside and outside of the mouthpiece of the devices.
6. When completely dry, ensure the canister is replaced into the puffer container and check the device is working correctly by firing one or two 'puffs' into the

If any device is contaminated by blood, dispose of it safely and replace the device.

KEY RESPONSIBILITIES AND AUTHORITIES

The school is responsible for approving any alterations or changes to this policy.

The staff are responsible for implementing this policy on a daily basis and undertaking Emergency Asthma Management training if directed by the School.

The parent/guardian is responsible for providing the school with information about their child and for keeping the school updated on the current status of their child's asthma.

RESOURCES AND SUPPORT

Related documents at St Columba's Primary School

- Administration of Medication to Student Policy.

Training

- Training of staff in Emergency Asthma Management will be provided where this is considered necessary.

St Columba's Bayswater is an Asthma Friendly School.

To maintain this status, the school staff must undertake Asthma training every three years. Training is to be given by the Western Australian Asthma Foundation.