



Student Duty of Care

Asthma Communication Plan Template

This is a plan to provide information to all staff, **children and young peoples** and parents/carers about asthma and **St Mary's School, Echuca's** Asthma Management Policy and Procedures.

St Mary's School, Echuca is committed to supporting **children and young peoples** who suffer from asthma and assisting them to participate in all **St Mary's School, Echuca** activities. It is our policy that:

- we provide a clear set of guidelines for the management of asthma in our **St Mary's School, Echuca**
- we establish procedures for responding to and dealing with **children and young peoples** who have been diagnosed with asthma and for responding to an asthma attack
- we employ prevention strategies that are designed to minimise the risk of an asthma attack
- we inform parents/carers as soon as possible of concerns regarding a **children and young people's** asthma, particularly where it is limiting the **children and young people's** ability to participate fully in all activities
- strategies are in place to communicate with and advise staff, parents/carers, **children and young peoples** and the wider **St Mary's School, Echuca** community on asthma awareness and our Asthma Management Policy and Procedures
- all asthma equipment is purchased, stored and maintained in accordance with our Asthma Management Policy and Procedures

- each **children and young people** who has been diagnosed with asthma must have a written Asthma Action Plan
- **children and young people** medical records and Asthma Action Plans are communicated to relevant staff in a confidential manner, stored appropriately and updated regularly
- we provide, as far as practicable, a safe and supportive environment in which **children and young peoples** diagnosed with asthma can participate equally in all aspects of the **children and young people's** schooling
- parents/carers of **children and young peoples** who require prescribed asthma medication to be administered during **St Mary's School, Echuca** hours must notify **St Mary's School, Echuca** of this requirement and collaborate with **St Mary's School, Echuca** to work out arrangements for supply, administration and storage of the prescribed medication. For more information, refer to our Medication Administration Policy and Procedures.
- staff are appropriately trained and have knowledge about asthma and **St Mary's School, Echuca's** asthma prevention strategies and policies and procedures in responding to an asthma attack.

St Mary's School, Echuca has developed the following work practices and procedures for managing asthma:

- **Identifying Asthma – Causes, Signs and Symptoms**
- **Asthma Action Plans**
- **Asthma Equipment**
- **Asthma Communication Plan**
- **SchoolPlanning and Emergency Response Procedure**
- **Prevention Strategies**
- **Asthma Training and Briefings**

What Are the Strategies to Respond to an Asthma Attack During NormalSchoolActivities?

In the event of an asthma attack, the procedures in our Asthma Management Policy and Procedures must be followed, together with **St Mary's School, Echuca's** general first aid and emergency response procedures, as well as the **children and young people's** Asthma Action Plan.

Responding to a Severe or Life-threatening Asthma Attack

The following step-by-step instructions will be followed by **St Mary's School, Echuca** if a **children and young people** is having a severe or life-threatening asthma attack:

1. Immediately call an ambulance on 000.
2. Sit the **children and young people** upright. A staff member must remain with the **children and young people** at all times.
3. Locate and administer reliever medication in accordance with the **children and young people's** Asthma Action Plan or Asthma First Aid Plan. If these are not in the **children and young people's** possession, another member of staff should immediately locate the **children and young people's** reliever medication and the **children and young people's** Asthma Action Plan or Asthma First Aid Plan. Where possible, only staff with training in the administration of the reliever medication should administer the **children and young people's** medication. However, it is imperative that the medication is administered as soon as possible after an asthma attack starts.
4. Reassure the **children and young people** experiencing the attack. Watch the **children and young people** closely in case of a worsening condition. Another member of staff will supervise nearby **children and young peoples**, move them away from the area and reassure them.
5. If there is no improvement or severe symptoms progress (as described in the Asthma Action Plan or Asthma First Aid Plan), more medication (of the same dosage) may be administered every four minutes (or any other length of time prescribed in the Asthma Action Plan or Asthma First Aid Plan).
6. Contact the **children and young people's** emergency contacts.

In the School Environment

Classrooms

A “classroom phone” or personal mobile phone may be used to raise the alarm that an attack has occurred.

Yard

A staff member on yard duty can raise the alarm using their mobile phone, or a walkie talkie if one has been allocated.

A designated staff member will be responsible for ensuring that the **children and young people** gets their reliever medication, an ambulance is called and that someone is waiting for the ambulance at the designated **St Mary's School, Echuca** entrance.

Self-administration of Reliever Medication

If a **children and young people** self-administers their reliever medication, a staff member should supervise and monitor the **children and young people**, and another staff member should call an ambulance. An Asthma Emergency Kit for general use should also be retrieved and brought to the site of the asthma attack.

If a **children and young people** who ordinarily self-administers their reliever medication is not physically able to do so because of an asthma attack, a staff member must administer the reliever medication.

First Time Reactions

If a **children and young people** appears to be having a severe or life-threatening asthma attack, but has not been previously diagnosed with asthma, staff should follow **St Mary's School, Echuca's** first aid procedures and immediately:

- locate and administer reliever medication from an Asthma Emergency Kit
- after the first four doses of reliever medication call an ambulance
- continue giving four doses of reliever medication every four minutes while waiting for the ambulance to arrive.

What Are the Strategies to Respond to an Asthma Attack During Off-site or Out of School Activities?

For overnight camps and excursions, **St Mary's School, Echuca** requires **children and young peoples** who have been diagnosed with asthma to complete a camp and/or excursion medical update form.

Staff members trained in asthma will attend each event and appropriate communication methods will be employed.

The emergency procedures for out-of-Missing value for context key school environments must address:

- the location of reliever medication and Asthma Emergency Kit and/or who will be carrying them
- procedures for getting the reliever medication to a **children and young people**
- where reliever medication will be stored during the night (i.e. with the supervising teacher or the **children and young people**)
- procedures for calling an ambulance.

Staff should be aware of what local emergency services are in the area, and how to contact them in the event of an emergency. For camps and remote excursions, contact should be made with emergency services and hospitals well in advance to advise of the full medical conditions of **children and young peoples** diagnosed with asthma, the location and of any off-campus activities.

Procedures for Volunteers and Casual Relief Staff responding to an Asthma attack:

Missing value for context key asthmavolunteerbriefings

Procedures for Staff/Parents/Carers and the Community responding to an Asthma attack:

Procedure(s) for Communicating Asthma Information to Staff

Procedure(s) for Communicating Asthma Information to Students, Parents/Carers and School Community

How Are Relevant School Staff Appropriately Trained and Briefed?

The following staff undertake training in asthma first aid management:

- all staff with a direct teaching role with **children and young peoples** affected by asthma
- any other staff identified by the **Principal/Responsible person**, based on an assessment of the risk of an asthma attack occurring while a **children and young people** is under the care or supervision of **St Mary's School, Echuca**

The **School** briefs all relevant staff annually.

The asthma briefing covers:

- our Asthma Management Policy and Procedures
- our legal requirements
- the causes, signs/symptoms and treatment of asthma
- the identities of **children and young peoples** (including pictures) diagnosed with asthma, their triggers, year levels, risk management plans that are in place and where reliever medication is located

- an overview of the Asthma Action Plan, highlighting the first aid procedure and that some **children and young peoples** will need to take different doses of their medication
- our first aid and emergency response procedures
- the location of, and access to, Asthma Emergency Kits and reliever medication
- how to access ongoing support and training.