

	<b>Preston Reservoir Adult Community Education</b>	Approval Date: 29/04/2021
	<b>Asthma Management (PRACE College) Policy and Procedure</b>	Review Date: 04/2024
		Version Number: 1.0
Authorised by	Board of Management	
Responsible Person	Assistant Principal	
Staff Involved	PRACE College Staff, PRACE & PRACE College First Aiders	

## Purpose

The purpose of this Policy and Procedure is

- to provide information on the implementation and operation of a model policy for the best practice management of asthma in the PRACE College VCAL program.
- to ensure the whole PRACE College community (principals, staff, volunteers, parents and carers and students) are aware of their obligations and best practice management of asthma in the school setting
- to provide the necessary information to effectively manage episodes of asthma within the College

## Statement

Asthma is a chronic health condition affecting approximately 10% of Australian children and teenagers. Asthma is one of the most common reasons for child admissions to hospital and missed days of school. Asthma exacerbations can commonly occur while attending schools, particularly in February and May.

In order to meet the duty of care obligations specified by the School Policy and Advisory Guide (SPAG) and to ensure the health and wellbeing of students attending PRACE College, the College recognises the importance of staff education and the implementation of an asthma policy. The College recognises the importance of involvement and engagement with parents and carers of students and the ability of students to self-manage their asthma where appropriate.

Key points within the SPAG, relevant to an asthma management policy, specify that schools must:

- Obtain a written asthma plan for all students diagnosed with asthma upon enrolment at the school and ensure they are updated at least annually
- Store medical information and medications appropriately
- Ensure that students feel safe and supported at school
- Support student healthcare needs

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- Provide and maintain at least one asthma emergency kit per campus
  - Ensure that key staff (e.g. School Nurses, First Aid Officers, P.E. and Sport Teachers) undertake Emergency Asthma Management training and that all other staff with a duty of care for students attend a free asthma education session provided by The Asthma Foundation of Victoria.
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## Scope

This Policy and Procedure applies to students enrolled in the PRACE College VCAL program only.

It does not apply to any other students enrolled with PRACE.

**For Asthma first aid refer to PRACE's *First Aid Policy and Procedure*.**

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## Relevant Legislations/ Standards

- Child Wellbeing and Safety Act 2005 (Vic)
  - Disability Act 2006 (Vic)
  - Disability Discrimination Act 1992 (Cth)
  - Disability Standards for Education 2005 (Cth)
  - Education and Training Reform Act 2006 (Vic)
  - Education and Training Reform Regulations 2017 (Vic)
  - Equal Opportunity Act 2010 (Vic)
  - Health Records Act 2001 (Vic)
  - Privacy and Data Protection Act 2014 (Vic)
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## Definitions

**Asthma** is a disease of the airways, the small tubes which carry air in and out of the lungs. When you have asthma symptoms the muscles in the airways tighten and the lining of the airways swells and produces sticky mucus. These changes cause the airways to become narrow, so that there is less space for the air to flow into and out of your lungs (National Asthma Council 2011).

**Department:** means the Victorian Department of Education and Training, or its successor.

**Individual Asthma Action Plan** is a plan developed for each student diagnosed with asthma. It is completed and signed by the student's medical practitioner and is designed to assist staff members to identify the student's asthma signs and symptoms including their severity and what action needs to be taken in regards to administering the student's asthma reliever medication.

Asthma Action Plan templates can be found on the Asthma Australia website <https://asthma.org.au/>.

**Medical Practitioner:** This is a registered medical practitioner within the meaning of the *Health Professions Registration Act 2005*, but excludes a person registered as a non-practicing health practitioner.

**Parent/guardian/carer:** In relation to a child means any person who has parental responsibility for 'major long-term issues' as defined in the *Family Law Act 1975* (Cth) or has been granted 'guardianship' for the child pursuant to the *Children, Youth and Families Act 2005* (Vic) or other state welfare legislation.

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**PRACE:** means the incorporated association (A0032713Z) which includes the Registered Training Organisation (4036) & PRACE College (2110).

**PRACE College:** means the section of PRACE that operates as an independent school from both the Merrilands and Mernda campuses under registration number 2110.

**School Leadership Team:** consists of the Executive Officer of PRACE, Principal and Assistant Principal/s of PRACE College and other member/s of the PRACE Senior Management Team.

**PRACE College Staff:** means the Principal, Assistant Principal, and any person employed or engaged as a part of PRACE College, including:

- to teach VCAL, or
- in an educational support role for the VCAL program, including teacher's aides / education support workers, youth workers, psychologists, or
- administration staff, or
- whom the Principal determines as part of the annual risk assessment process should comply with the school's asthma policy.

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## **Policy Principles**

PRACE will provide, as far as practicable, a safe and supportive environment in which students at risk of asthma can participate equally in all aspects of School life.

### **Responsibilities**

#### ***The Assistant Principal will:***

- Provide staff with a copy of the Asthma Management Policy and ensure staff are aware of asthma management strategies upon employment at the College
- Provide asthma education and first aid training for staff as required in order to maintain validity. i.e. every two years for first aid, every three for Asthma.
- Provide parents/guardians/carers (parents) with a copy of the College's Asthma Policy upon enrolment of their child
- Identify students with asthma during the enrolment process and provide parents and carers with a blank asthma action plan to be completed and signed by the child's medical practitioner and returned to the College
- Ensure Health Support Plans are completed for students with asthma
- Where possible, ensure that all students with asthma have a current written asthma action plan (must be updated at least annually)
- Ensure the parents and carers of all students with asthma provide reliever medication at all times their child attends the College

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- Implement an asthma first aid procedure consistent with current national recommendations and all staff are aware of the asthma first aid procedure
  - Ensure adequate provision and maintenance of asthma emergency kits for the College and that each asthma emergency kit contains reliever medication, two spacer devices, instructions outlining the first aid procedure and a record form
  - Ensure that reliever medications within the asthma emergency kits are replaced regularly and have not expired, and that spacers are replaced after each use
  - Facilitate communication between management, staff, parents and carers and students regarding the College's asthma management policy and strategies
  - Ensure all PRACE College Staff have access to PRACE's *First Aid Policy and Procedure*, and *Medical Conditions Management Policy and Procedure*
  - Promptly communicate to parents and carers any concerns regarding asthma and students attending the College
  - Identify and minimise, where possible, triggers of asthma symptoms for students
  - Ensure that students with asthma are not discriminated against in any way
  - Ensure that students with asthma can participate in all activities safely and to their fullest abilities

***PRACE College Staff will:***

- Be aware of the Asthma Management Policy and Procedure
- Be aware of the asthma first aid procedure
- Be aware of students with asthma and where their medication and personal spacers are stored
- Participate in Health Support Plan completion as required
- Attend asthma education and training sessions when required
- Be aware of where to access written asthma plans and asthma emergency kits
- Identify and minimise, where possible, triggers of asthma symptoms for students
- Ensure that students with asthma are not discriminated against in any way
- Ensure that students with asthma can participate in activities safely and to their fullest abilities
- Promptly communicate to the principal, parents and carers any concerns regarding asthma and students enrolled in the College

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***Parents, Guardians, Carers will:***

- Inform the College if their child has asthma upon enrolment
- Read the Asthma Policy
- Participate and sign student Health Support Plans if required
- Provide a signed written asthma action plan to the College, and ensure that it is updated at least yearly
- Provide the College with their child's reliever medication along with a spacer (required for 'puffer' medication) for all times the child is attending the College, unless the child is carrying the medication and spacer for self-management purposes
- Ensure that if their child is self-managing their asthma correctly the child carries their reliever medication and spacer at all times
- Promptly communicate all medical and health information relevant to their child, to the principal and staff of the College
- Communicate any changes to their child's asthma or any concerns about the health of their child

***Students will:***

- Immediately inform staff if they experience asthma symptoms
- Inform staff if they have self-administered any asthma medication
- Carry asthma medication and a spacer with them at all times (if self-managing their asthma)

**Asthma Emergency Kits** should contain:

- Reliever medication
- X2 small volume spacer device
- Record form and Asthma First Aid instruction card

Please note that it is a recommendation of The Asthma Foundation of Victoria that spacers and face masks are single-person use only. It is essential to have at least two spacers and two face masks contained in each first aid kit and that spacers and face masks are replaced each time they are used.

**Asthma Action Plans for Victorian Schools**

The Asthma Foundation of Victoria in consultation with the Department of Education, Catholic Schools and Independent Schools, have developed children's service and school specific Asthma Action Plans. This is to meet the needs of the Education and Training Reform Act 2006, the Education and Training Reform Regulations 2007 and the Schools Policy Advisory Guide.

The Victoria Asthma Action Plans have been developed to assist staff members identify the student's asthma signs and symptoms including their severity and what action needs to be taken in regards to administering the child's asthma reliever medication.

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## Procedure

### Individual Asthma Action Plan

Each student diagnosed with asthma is to have an Individual Asthma Action Plan on file with the college.

The Asthma Action Plan should be:

- completed and signed by the student's medical/health practitioner in consultation with the parents/guardians
- provided annually by the:
  - medical/health practitioner to the parents/guardian
  - parents/guardians to the College.

The plan must include:

- the prescribed medication taken:
  - on a regular basis
  - as premedication to exercise
  - if the student is experiencing symptoms.
- emergency contact details
- business and after hours contact details of the student's medical/health practitioner
- details about deteriorating asthma including:
  - signs to recognise worsening symptoms
  - what to do during an attack
  - medication to be used
- an asthma first aid section and should:
  - specify no less than 4 separate puffs of blue reliever medication, with 4 breaths taken per puff every 4 minutes, using a spacer if possible.

Asthma Action Plan templates can be found on the Asthma Australia website <https://asthma.org.au/>

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### Risk Minimisation Strategies

**Symptoms of asthma** may include, but are not limited to:

- shortness of breath
- wheezing (a whistling noise from the chest).
- tightness in the chest
- a dry, irritating, persistent cough.

Symptoms vary from person to person.

### Triggers

- exercise
  - colds/flu
  - smoke (cigarette smoke, wood smoke from open fires, burn-offs or bushfires)
  - weather changes
  - dust and dust mites
  - moulds
  - pollens
  - animals
  - chemicals
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- deodorants (including perfumes, after-shaves, hair spray and deodorant sprays)
  - foods and additives
  - certain medications (including aspirin and anti-inflammatories)
  - emotions.

### **Managing exercise induced asthma (EIA)**

If a student has diagnosed EIA the school will ensure that there is adequate time for the following procedures; before, during and after exercise.

Before:

- reliever medication to be taken by student 5-20 minutes before activity
- student to undertake adequate warm up activity

During:

- if symptoms occur, student to stop activity, take reliever, only return to activity if symptom free
- if symptoms reoccur, student to take reliever and cease activity

After:

- ensure cool down activity is undertaken
- be alert for symptoms

If a student has an asthma attack during exercise, follow their Asthma Action Plan if easily accessible, or commence first aid procedure.  
Always notify parent/guardian/s of any incidents.

### **Excursions and camps**

Student specific medicines (i.e. EpiPens, and reliever medication/puffers ) and medical action plans (i.e. anaphylaxis and asthma) are taken on all local & non-local excursions and camps.

Refer to *Excursions Policy and Procedure*

### **Extreme weather events**

Refer to *Extreme Weather Policy and Procedure*

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## **Glossary**

EO – Executive Officer

VCAL – Victorian Certificate of Applied Learning

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## **Related Policies and Procedures**

Excursions Policy and Procedure

Extreme Weather Policy and Procedure

First Aid Policy and Procedure

Medical Conditions Management Policy and Procedure

OHS Policy and Procedure

Risk Management Policy and Procedure

Student Selection, Enrolment, Induction (PRACE College) Policy and Procedure

Student Welfare and Duty of Care (PRACE College) Policy and Procedure

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