**Asthma Management Policy Template**

<School name>

Note: This is only a sample.

Your school must develop/update its own Asthma Management Policy. Schools should read the Asthma Guidelines for Australian Schools and seek advice from their education sector representatives when developing/updating their asthma management policies.

**School statement**

<A statement that the school will fully comply with relevant regulations published and amended by their education department/sector from time to time.>

Note: This statement will acknowledge the school’s responsibility to develop and maintain an Asthma Management Policy.

**Staff Training**

The following school staff will be appropriately trained:

Group 1: All staff with a duty of care for students must complete an asthma management course

Group 2: Staff with a direct student wellbeing responsibility such as nurses, first aid and camp organisers should complete asthma management training.

Other: Any other school staff as determined by the principal to attend.

*Selection of Asthma Management courses*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course** | **Provider** | **Completed by** | **Cost** | **Accreditation** | **States available** |
| Asthma First  Aid for Schools  - online | Asthma  Australia | All school staff | Free | 3 years | National |
| Asthma Aware, Allergy and Anaphylaxis for NT schools | Asthma Foundation Northern Territory | All school staff | Paid by each school | 2 years | Northern Territory |
| 10760NAT  - Course  in Asthma  Awareness | Any RTO that  has this course  in their scope  of practice | Staff working with high risk children with a history  of severe asthma;  Staff with a direct student wellbeing responsibility such as nurses, first aid  and camp organisers;  Staff in higher risk  teaching areas, such as PE/Sports teachers, Home Economics/Cooking  Teachers. | Paid by each school | 3 years | National |

Note 1: Schools generally only need to complete one of these courses to meet their requirements.

Note 2: First Aid training generally does not meet the needs of specific asthma management training.

Note 3: Asthma Australia recommends schools undertake asthma management training for all relevant staff annually.

In addition, it is recommended, all staff participate in a briefing, to occur at the beginning of the school year on:

* the school’s Asthma Management Policy
* the causes, symptoms and treatment of asthma
* the identities of the students diagnosed with asthma, and where their medication/device is located
* how to use a puffer and spacer
* the school’s general first aid and emergency response procedures
* the location of, and access to, asthma medication/device that have been provided by parents or purchased by the school for general use.

Additional briefings should be held at the beginning of each school term for any new staff. If new students enrol at the school after the briefing staff should be notified of the new students’ details at the next staff meeting.

The briefing must be conducted by a member of the school staff who has successfully completed an Asthma Management Training course.

In the event that the relevant training has not occurred for a member of staff who has a child in their class diagnosed with asthma, the Principal will organise time for the relevant staff member to complete the *Asthma First Aid for School Staff* online course as soon as practicable after the student enrols, and preferably before the student’s fist day at school.

The Principal will ensure that while the student is under the care or supervision of the school, including excursions, yard duty, camps and special event days, there is a sufficient number of school staff present who have successfully completed asthma training.

**Individual Asthma Risk Minimisation Plans**

Note: A sample template for an Individual Asthma Risk Minimisation Plan can be found

on the Asthma Australia website

The principal will ensure that an Individual Asthma Risk Minimisation Plan is developed, in consultation with the student’s parents, for any student who has been diagnosed by a medical practitioner with asthma.

The Individual Asthma Risk Minimisation Plan will be in place as soon as practicable after the student enrols, and where possible before their first day of school.

The Individual Asthma Risk Minimisation Plan will set out the following:

* information about the diagnosed student’s asthma including the type of triggers the student has (based on a written diagnosis from a medical practitioner)
* strategies to minimise the risk of exposure to known and notified triggers while the student/s are under the care or supervision of school staff, for in-school and out-of-school settings including in the school yard, on camps and excursions, or at special events conducted, organised or attended by the school
* the name of the person(s) responsible for implementing the strategies
* information on where the student’s medication will be stored
* a suitable Asthma Action Plan for each student diagnosed with Asthma.

The school will then implement and monitor the student’s Individual Asthma Risk Minimisation Plan.

The student’s Asthma Risk Minimisation Plan will be reviewed, in consultation with the student’s parents in all of the following circumstances:

* annually
* if the student’s medical condition, insofar as it relates to asthma, changes
* as soon as practicable after the student has a severe or life-threatening asthma attack at school
* when the student is to participate in an off-site activity, such as camps and excursions, or at special events conducted, organised or attended by the school (eg. class parties, elective subjects, cultural days, fetes, incursions).

**Parents/Carers**

The school’s Asthma Management Policy must state that it is the responsibility of the parents/carers to:

* provide an Asthma Action Plan.
* inform the school in writing if their child’s medical condition, insofar as it relates to asthma and the potential for an asthma flare-up/attack, any changes and if relevant, provide an updated Asthma Action Plan.
* provide an up-to-date photo for the Asthma Action Plan when that plan is provided to the school and when it is reviewed.
* provide the school with the student’s asthma reliever medication that is current (the date has not expired), and a spacer device where the asthma reliever medication is a metered dose inhaler (puffer) device.

**Prevention Strategies**

Note: A range of Prevention Strategies that can be put into place are noted within the Asthma Guidelines for Australian Schools.

Note: This section should detail the Risk Minimisation and Prevention Strategies that your school will put in place for all relevant in-school and out-of-school settings.

Risk Minimisation and Prevention Strategies that will be put into place for all relevant in-school and out-of-school settings include (but are not limited to) the following:

* during classroom activities (including class rotations, specialist and elective classes)
* between classes and other breaks
* in canteens
* during recess and lunchtimes
* before and after school
* special events including incursions, sports, cultural days, fetes or class parties, excursions and camps.

**School Management and Emergency Response**

Note: The Asthma Guidelines for Australian Schools notes a range of procedures for school asthma management and emergency response for an asthma attack.

The school’s Asthma Management Policy must include procedures for emergency response to an asthma attack.

The procedures should include the following:

* a complete and current list of students identified as having been diagnosed with asthma
* details of Asthma Action Plans and where these can be located:
  + in a classroom
  + in the school yard
  + in all school buildings and sites including gymnasiums and halls
  + on school excursions
  + on school camps
  + at special events conducted, organised or attended by the school.
* information about the storage and accessibility of asthma medication
* how communication with school staff, students and parents is to occur in accordance with a communications plan.

**Asthma Emergency Kits**

The principal will purchase *salbutamol* (reliever medication) for general use (purchased by the school) for use in the Asthma Emergency Kits.

The Asthma Emergency Kits will contain:

* reliever medication such as *Asmol* or *Ventolin*
* at least two single person use spacer devices to assist with effective inhalation of the reliever medication (ensure spare spacers are available as replacements)
* clear written instructions on:
  + how to use the medication and spacer devices
  + steps to be taken in treating an asthma attack
* a record sheet/log for recording the details of a first aid incident, such as the number of puffs administered (record sheets can be downloaded from the Asthma Australia website).

Schools must provide and maintain at least two Asthma Emergency Kits – one to keep at the school and, a mobile kit for activities such as excursions and camps.

Note: Asthma Australia recommends that larger schools consider an additional asthma emergency kit for every 300 students.

The principal should take into account the following additional relevant considerations:

* the number of students
* the availability and sufficient supply of asthma emergency kits in specified locations at the school including in the school yard, and at excursions, camps and special events conducted, organised or attended by the school
* reliever medication contains up to 200 doses. As puffers generally do not have a dose counter on them, the school will need to replace the medication before 200 doses have been administered.
* reliever medication has a limited life, and will usually expire within 12-18 months, and will need to be replaced at the school’s expense either at the time of use or expiry, whichever is first.

Note: Reliever medication is available for purchase at any chemist. No prescriptions are necessary.

Note: Schools are not required to provide a nebuliser for students. If a student is prescribed a nebuliser, they must bring their own to school. Specialised nebuliser training may be accessed through the manufacturer - the parents of the student prescribed a nebuliser must cover any fees associated.

**Communication Plan**

Note: The Asthma Guidelines for Australian Schools contains information about a range of strategies to raise staff and student awareness, working with parents and engaging the broader school community.

Note: This section should set out a Communication Plan to provide information to all school staff, students and parents about asthma and the school’s Asthma Management Policy.

The Communication Plan must include strategies for informing school staff, students and parents about how to respond to an asthma attack by a student in various environments including:

* during normal school activities including in the classroom, in the school yard, in all school buildings and sites including gymnasiums and halls
* during off-site or out of school activities, including on excursions, school camps and at special events conducted or organised by the school.

The Communication Plan must include procedures to inform volunteers and casual relief staff of students diagnosed with asthma and the potential for a severe or life threatening asthma attack and their role in responding to an asthma attack by a student in their care.

It is the responsibility of the principal of the school to ensure that relevant school staff are:

* trained
* briefed at least once each year.

**Annual Risk Management Checklist**

The Principal will complete an annual Risk Management Checklist as published by their Department of Education/Education sector and Training to monitor compliance with their obligations.

Note: A sample template for a Risk Management Checklist can be found on the Asthma Australia Website

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