



## Asthma Care Policy

### **Aims**

- A. To care for students with asthma
- B. To provide asthma education to staff, students and families

### **Scope and Application**

This policy is available on the school website and is included in the staff induction manual.

This policy applies to:

- A. Employees
- B. Students
- C. Parents
- D. Community members
- E. Visitors to the school

### **Responsibilities**

#### **A. Board**

1. Will maintain asthma friendly school status
2. Will authorise any changes in the school environment designed to minimise potential triggers for asthma

#### **B. Principal**

1. Will implement this policy
2. Will schedule Asthma education sessions for staff (every 3 years) through Asthma Foundation of Australia.

#### **C. Administration Staff**

1. Request medical information from parents/carers on all new students in the school to ensure the school is aware of all students with asthma or severe allergies.
2. Keep a record of students with asthma (see *Student Asthma Record Form*)
3. Keep *Student Asthma Records* in a central location e.g. with school medical records, in staff room, sick room.
4. Ensure *Student Asthma Records* are easily accessible to the teachers responsible for each student with asthma.

5. Provide teachers with a list of students in their care who have asthma.
6. Will oversee the audit of first aid kits and asthma medication/spacers.

#### **D. Teaching Staff**

1. Will know the symptoms of an asthma attack and what to do in an emergency
2. Will be aware of all students in the school with asthma
3. Will assist students in taking regular asthma medication if required
4. Will ensure asthma reliever medication and spacer is taken on all school outings (excursion coordinator)

#### **E. Parents**

1. Will provide the school with a current asthma plan supplied by the child's GP and authorise the ongoing administration of medication
2. Will ensure their child has a supply of appropriate medication to be kept at school, that is current and correctly labeled and a spacer.

#### **F. Students**

1. Will be aware of their own asthma triggers
2. Will be familiar with the procedure for taking asthma reliever medication with a spacer device
3. Will take care of any asthma medication they have at school or give it to a member of staff for safe keeping

## **Related Legislation**

- A. *School Education Act 1999*

## **Related Kerry Street Documentation**

#### **A. Procedures and Forms including:**

1. Asthma Care Procedure
2. Administration of Medication Authority Ongoing Agreement
3. Student Asthma Record
4. Asthma First Aid

#### **B. Policies including:**

1. Enrolment Policy
2. Duty of Care Policy
3. First Aid Policy
4. Severe Allergies Policy
5. Administration of Medication Policy

6. Emergency Procedures Policy
7. Communicable Diseases Policy
8. Excursion and Camp Policies
9. Curriculum Policy

## More Information

- A. Asthma Friendly School Guidelines, Asthma Australia
- B. The Asthma Foundation of WA will provide free Asthma Education Sessions

## Contact Person

Enquires relating to this policy should be directed to the School Principal or Board Chair.

## Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.

## Authorisation and Review

- A. This policy was read, discussed and endorsed by the staff in December 2004
- B. It was authorised by the Kerry Street Community School Council on 8/2/05
- C. It will be reviewed by January 2006 or when the school becomes an official asthma friendly school (Kerry Street became an asthma friendly school in March 2005)
- D. Reviewed on 13/1/06 by meeting of staff and council
- E. Revised section on physical activity for students with asthma after professional development with Asthma Foundation on 8/2/06. Ratified by council on
- F. Review by 13/1/11
- G. Reviewed and approved June 2015
- H. Reviewed and accepted 17<sup>th</sup> May 2016 by email.
- I. Reference to Asthma Friendly School status removed from Aims June 2016
- J. To be reviewed June 2017

## Revision History

Date	Revision	Detail
April 2019	V.1	Formatting. Policy and Procedures separated. Procedures updated