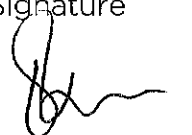



## Asthma Management Policy and Procedure

Policy number	P-57		
Version number	1.0		
Drafted by	Veronica Kioria		
Responsible person CEO	Veronica Kioria	Signature 	Date: 22/5/19
Approved by the Board:			
On behalf of the Board	David Ling President	Signature 	Date: 22/05/19
Scheduled review date	December 2021		

### Basic Beliefs/Purpose

Diamond Valley Learning Centre (DVLC) is committed to providing a safe learning environment for students and staff, and to establishing processes and protocols for dealing with illnesses, injuries/accidents and medical emergencies. This policy provides guidelines to the staff of Diamond Valley Learning Centre (DVLC) for the assessment and management of asthma occurrences or emergency situations.

### Scope

This policy applies to DVLC staff, students and volunteers.

### Policy Guidelines

DVLC has a duty of care for students, especially students under the age of 18 years. While DVLC acknowledges the importance of asthma self-management in students, it recognises the requirement for:

- raising awareness among staff about asthma;
- managing any occurrence of asthma in staff or students; and
- ensuring that duty of care staff receive training in assessing and managing asthma emergencies.

DVLC will take the following approach to managing asthma flare-ups:

- students will be supported to self-manage their asthma, and will need to provide their own medications;
- all staff will be given asthma awareness training, and be required to follow this policy and procedure;

- a sufficient number of duty of care staff members will be trained in assessing and managing asthma flare-ups and emergencies;
- asthma emergency kits will be maintained at each DVLC-managed delivery site where students under the age of 18 years are present, and taken along on student excursions;
- all students under the age of 18 and their parents / guardians / carers must provide DVLC with a copy of their Asthma Action Plan on an annual basis;
- where possible, excursions and outdoor activities will be avoided / reduced on days of high or extreme pollen count, especially where thunderstorms are forecast; and
- duty of care staff will report asthma emergencies and occurrences, for review by the management and Chief Executive Officer (CEO).

## Procedure Guidelines

DVLC staff must follow the steps listed below.

Staff should note that:

- administering blue/grey reliever medication is unlikely to cause harm, even if the person does not have asthma;
- preventative medications should not be administered during an asthma emergency as they do not treat symptoms.

### Asthma emergency

1. Call emergency assistance immediately by dialling 000 if:
  - a. the person is not breathing;
  - b. the person's asthma deteriorates suddenly or doesn't improve;
  - c. the person is having an asthma flare-up and reliever medication is not available;
  - d. you are not sure if it is asthma;
  - e. the person is known to have anaphylaxis – in this case, follow the Individual Anaphylaxis Management Plan first and then give asthma first aid;
2. Call the parent / guardian / carer or emergency contact;
3. Commence asthma first aid according to the person's Asthma Action Plan, or if unavailable, follow the 4-STEP Asthma Action Plan;
4. Do not leave the person, even if they appear completely recovered;
5. Record details of a severe asthma attack on an Accident, Injury or Illness Report form and ensure that the parent / guardian / carer of a student under the age of 18 years has been informed of the report.

### Asthma flare-up

1. Assess the severity of the asthma flare-up as one of:
  - a. mild to moderate (minor breathing difficulties, able to talk, walk or move around, may be coughing or wheezing);
  - b. severe (obvious breathing difficulties, unable to talk in full sentences, tugging skin at the ribs or base of neck, reliever medication does not last as long as usual, may be coughing or wheezing);
  - c. life-threatening (gasping for breath, unable to say more than one or two words, confused or exhausted, turning blue, collapsing, not responding to reliever medication, may no longer wheeze or cough);
2. If the flare-up is assessed as severe or life-threatening, immediately call for emergency assistance on 000, then give asthma first aid and follow the emergency process above.
3. If the flare-up is assessed as mild to moderate, commence asthma first aid according to the person's Asthma Action Plan, or if unavailable, follow the 4-STEP Asthma Action Plan;
4. If the person's asthma condition worsens (or you are concerned), call an ambulance on 000.
5. Call the parent / guardian / carer or emergency contact;
6. Do not leave the person, even if they appear completely recovered;
7. Advise the person to see their doctor as soon as possible;

8. Complete an Accident, Injury or Illness Report form and ensure that the parent / guardian / carer of a student under the age of 18 years has been informed of the report;
9. Evaluate the occurrence and consider any future steps for future prevention.

### **Maintaining Asthma Emergency Kits**

All reliever medication can be purchased at a pharmacy without prescription.

DVLC management will ensure that:

1. Asthma Emergency Kits include instructions on asthma first aid;
2. Kits are audited, checked for expiry, and replenished on a schedule;
3. Kit users advise when items are running low (such as disposable spacers) and must be replenished.

### **Definitions**

**Asthma** is a common medical condition in which the airways to the lungs may become narrower from time to time, and breathing becomes harder. It affects 1 in 9 Australian adults and children and is incurable. It can be managed and controlled with appropriate medication, regular medical check-ups, and an action plan developed with the treating doctor. Symptoms of asthma include:

- wheezing – a high-pitched sound coming from the chest while breathing;
- a feeling of not being able to get enough air or being short of breath;
- a feeling of tightness in the chest;
- coughing.

Symptoms may not all occur together during an asthma flare-up. Asthma symptoms can be triggered by different things for different people, and can be allergic and non-allergic.

Common triggers include:

- colds, flu and other respiratory infections;
- cigarette smoke;
- allergy related triggers such as house dust mites, mould, pollen and pets;
- exercise;
- weather e.g. cold air, change in temperature, thunderstorms;
- work-related triggers e.g. wood dust, chemicals, metal salts;
- irritating substances breathed in the air, such as bushfire smoke;
- certain medicines, e.g. aspirin, some blood pressure drugs;
- stress and high emotions, such as crying;

Asthma flare-ups may come on suddenly or not, and can become serious if not treated properly, even in someone whose asthma is usually mild or well controlled. A severe flare-up needs urgent treatment by a doctor or hospital emergency department.

An **Asthma Action Plan** is a set of personalised instructions for managing a person's asthma. It is written by a treating doctor and includes:

- student name and date of birth;
- a list of the student's usual asthma medicines, including doses;
- a list of confirmed triggers;
- instructions on what to do when asthma is getting worse, when to take extra doses or extra medicines, and when to contact a doctor or go to the emergency department;
- what to do in an asthma emergency;
- emergency contact details;
- the name and contact details of the doctor or other health professional who prepared the plan; and
- the date.

An **Asthma Emergency Kit** contains equipment to manage an asthma emergency such as:

- blue / grey reliever puffer (not expired);
- disposable spacers;
- instructions for asthma first aid;

- asthma emergency record sheet.

The kit can also be used where a person's reliever medication is empty or has expired.

**4-STEP Asthma Action Plan** is a list of instructions for providing asthma first aid:

1. Sit the person upright
  - a. be calm and reassuring
  - b. do not leave them alone
2. Give 4 separate puffs of blue/grey reliever puffer
  - a. shake puffer
  - b. put 1 puff into spacer
  - c. take 4 breaths from spacer
  - d. repeat until 4 puffs have been taken
  - e. remember: shake, 1 puff, 4 breaths
3. Wait 4 minutes
  - a. if there is no improvement, give 4 more separate puffs of blue/grey reliever as above
4. If there is still no improvement call emergency assistance by dialling Triple Zero (000)
  - a. say 'ambulance' and that someone is having an asthma attack
  - b. keep giving 4 separate puffs every 4 minutes until emergency assistance arrives.

### **Related Policies**

P-1 Risk Management Policy and Procedure  
 P-8 Student Welfare and Duty of Care Policy and Procedure  
 P-11 Occupational Health & Safety Policy and Procedure  
 P-24 Critical Incident Policy and Procedure  
 P-31 Student Safety and Security Policy  
 P-54 Excursions Policy and Procedure  
 P-55 Anaphylaxis Policy and Procedure  
 P-56 Accident and First Aid Policy and Procedure  
 P-58 Sunsmart Policy and Procedure

### **Related Documents**

D-028 Student Handbook  
 Asthma Action Plan  
 Medication Administration Log  
 Medical Information Form  
 Accident, Injury and Illness Report Form

### **Legislation**

Disability Discrimination Act 1992  
 Privacy Act 1988  
 Children, Youth and Families Act 2005 (Vic)  
 Education and Training Reform Act 2006 (Vic)  
 Ministerial Order 706  
 Equal Opportunity Act 2010 (Vic)  
 Health Records Act 2001 (Vic)  
 Occupational Health and Safety Act 2004 (Vic)  
 Privacy and Data Protection Act 2014 (Vic)  
 Working with Children Act 2005 (Vic)

### **Mapping Information**

VRQA Guidelines for Non-school Senior Secondary Education Providers: Minimum Standards for Registration to Provide an Accredited Senior Secondary Course, Standard 3  
 AQTF Standard 2.1, 2.3, 2.5, 3.2