



# PARK ORCHARDS PRIMARY SCHOOL

## Asthma Policy

### PURPOSE

To ensure that Park Orchards Primary School's (P.O.P.S) appropriately supports students diagnosed with asthma.

### OBJECTIVE

To explain to P.O.P.S parents/carers, staff and students the processes and procedures in place to support students diagnosed with asthma.

### SCOPE

This policy applies to:

- all staff, including casual relief staff, contractors and volunteers
- all students who have been diagnosed with asthma or who may require emergency treatment for asthma and their parents/carers.

### POLICY

#### Asthma

Asthma is a long term lung condition. People with asthma have sensitive airways in their lungs which react to triggers, causing a 'flare-up'. In a flare-up, the muscles around the airway squeeze tight, the airways swell and become narrow and there is more mucus. This makes it hard to breathe. An asthma flare-up can come on slowly (over hours, days or even weeks) or very quickly (over minutes). A sudden or severe asthma flare-up is sometimes called an asthma attack.

#### Symptoms

Symptoms of asthma can vary over time and often vary from person to person. The most common asthma symptoms are:

- breathlessness
- wheezing (a whistling noise from the chest)
- tight feeling in the chest
- persistent cough

Symptoms often occur at night, early in the morning or during/just after physical activity. If asthma is well controlled, a person should only have occasional asthma symptoms.

#### Triggers

A trigger is something that sets off or starts asthma symptoms. Everyone with asthma has different triggers. For most people with asthma, triggers are only a problem when asthma is not well controlled with medication. Common asthma triggers include:

- |   |  |
|---|--|
| • exercise  | • colds/flu  |
| • smoke (cigarette smoke, wood smoke from open fires, burn-offs or bushfires) | • weather changes such as thunderstorms and cold, dry air                                |
| • house dust mites  | • moulds   |
| • pollens   | • animals such as cats and dogs  |
| • chemicals such as household cleaning products                               | • deodorants (including perfumes, after-shaves, hair spray and aerosol deodorant sprays) |
| • food chemicals/additives  | • certain medications (including aspirin and anti-inflammatories)                        |
| • laughter or emotions, such as stress  |  |

### Individual Asthma management

If a student diagnosed with asthma enrolls at P.O.P.S:

1. Parents/carers must provide the school with an Asthma Action Plan which has been completed by the student's medical practitioner. The plan must outline:
  - the prescribed medication taken by the student and when it is to be administered, for example as a pre-medication to exercise or on a regular basis
  - emergency contact details
  - the contact details of the student's medical practitioner
  - the student's known triggers
  - the emergency procedures to be taken in the event of an asthma flare-up or attack.
2. A photo of the student provided by the parent/carer or school is included as part of the student's Asthma Action Plan to help identification.
3. P.O.P.S will keep all Asthma Action Plans:
  - in the First Aid Room
  - in class rolls in each classroom
4. A student with an Asthma Action Plan only requires a Student Health Support Plan if their asthma is not well-controlled, and needs individualised medical or health-related supervision, care or adjustments at school. School staff will work with parents/carers to develop a Student Health Support Plan which will include details on:
  - how the school will provide support for the student
  - identify specific strategies
  - allocate staff to assist the student

Any Student Health Support Plan will be developed in accordance with Example School's Health Care Needs Policy.

5. If a student diagnosed with asthma is going to attend a school camp or excursion, P.O.P.S parents/carers are required to provide any updated medical information.
6. If a student's asthma condition or treatment requirements change, parent/carers must notify the school and provide an updated Asthma Action Plan.
7. Once a year, school staff will review Asthma Action Plans (and if relevant, Student Health Support Plans) and communicate with the parents/carers to:
  - if available, provide updated medical or health advice
  - review and provide written confirmation that the Asthma Action Plan is still current.

### Student asthma kits

All students diagnosed with asthma are required to have a student asthma kit at school which contains:

- their own prescribed reliever medication labelled with the student's name
- their spacer (if they use one)

Parents are to supply the school with an asthma kit that will be stored in the First Aid Room

**OR**

Students will be required to keep their asthma kits with them while at school.

### Asthma emergency response plan

If a student is:

- having an asthma attack
- difficulty breathing for an unknown cause, even if they are not known to have asthma

School staff will endeavour to follow the Asthma First Aid procedures outlined in the table below. School staff may contact Triple Zero "000" at any time.

Step	Action
1.	Sit the person upright <ul style="list-style-type: none"> <li>• Be calm and reassuring</li> </ul>

	<ul style="list-style-type: none"> <li>Do not leave them alone</li> <li>Seek assistance from another staff member or reliable student to locate the student's reliever, the Asthma Emergency Kit and the student's Asthma Action Plan (if available).</li> <li>If the student's action plan is not immediately available, use the Asthma First Aid as described in Steps 2 to 5.</li> </ul>
2.	<p>Give 4 separate puffs of blue or blue/grey reliever puffer:</p> <ul style="list-style-type: none"> <li>Shake the puffer</li> <li>Use a spacer if you have one</li> <li>Put 1 puff into the spacer</li> <li>Take 4 breaths from the spacer</li> </ul> <p><b>Remember – Shake, 1 puff, 4 breaths</b></p>
3.	<p>Wait 4 minutes</p> <ul style="list-style-type: none"> <li>If there is no improvement, give 4 more separate puffs of blue/grey reliever as above (or give 1 more dose of Bricanyl or Symbiocort inhaler)</li> </ul>
4.	<p>If there is still no improvement call Triple Zero "000" and ask for an ambulance.</p> <ul style="list-style-type: none"> <li>Tell the operator the student is having an asthma attack</li> <li>Keep giving 4 separate puffs every 4 minutes until emergency assistance arrives (or 1 dose of Bricanyl or Symbicort every 4 minutes – up to 3 doses of Symbicort)</li> </ul>
5.	<p>If asthma is relieved after administering Asthma First Aid, stop the treatment and observe the student. Notify the student's emergency contact person and record the incident</p>

Staff will call Triple Zero "000" immediately if:

- the student is not breathing
- the student is having a severe or life threatening attack (reliever medication not working at all; cannot speak a full sentence; extreme difficulty breathing; feeling asthma is out of control; lips turning blue)
- the student is having an asthma attack and a reliever is not available
- the student is known to have anaphylaxis – staff will follow their Anaphylaxis Action Plan then give asthma first aid
- at any time the student's condition suddenly worsens or is not improving
- staff are otherwise concerned about the student's health and safety.

### Training for staff

P.O.P.S will arrange the following asthma management training for staff:

Staff	Completed by	Course	Provider	Cost	Valid for
<b>Group 1 General Staff</b>	School staff with a direct teaching role with students affected by asthma or other school staff directed by the Principal after conducting a risk assessment.	Asthma first aid management for education staff (non-accredited) One hour online training.	Asthma Australia	Free to all schools	3 years
<b>Group 2 Specific Staff</b>	Staff working with high risk children with a history of severe asthma, or with direct student wellbeing responsibility, (including nurses, PE/sport teachers, first aid and school staff attending camp)	<i>Course in the management of Asthma Risks and Emergencies in the Workplace</i> 22556VIC (accredited)	Any RTO that has this course in their scope of practice	Paid by P.O.P.S.	3 years

P.O.P.S. will also conduct an annual briefing for staff on:

- the procedures outlined in this policy
- the causes, symptoms and treatment of asthma
- identities of the students diagnosed with asthma
- how to use a puffer and spacer

- the location of:
  - the Asthma Emergency Kits
  - asthma medication which has been provided by parents for student use.

P.O.P.S. will also provide this policy to casual relief staff and volunteers who will be working with students, and may also provide a briefing if the Principal decides it is necessary depending on the nature of the work being performed.

### **Asthma Emergency Kit**

P.O.P.S. will provide and maintain at least two Asthma Emergency Kits. One kit will be kept on school premises in the First Aid Room and one will be a mobile kit for activities such as:

- yard duty
- camps and excursions.

### **Management of confidential medical information**

Confidential medical information provided to P.O.P.S. to support a student diagnosed with asthma will be:

- recorded on the student’s file
- shared with all relevant staff so that they are able to properly support students diagnosed with asthma and respond appropriately if necessary.

### **Communication plan**

This policy will be available on P.O.P.S. website so that parents and other members of the school community can easily access information about Example School’s asthma management procedures.

### **Epidemic Thunderstorm Asthma**

P.O.P.S. will be prepared to act on the warnings and advice from the Department of Education and Training when the risk of epidemic thunderstorm asthma is forecast as high.

## **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website and on Compass Documentation
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- In the school newsletter
- Hard copy available from school administration upon request

## **FURTHER INFORMATION AND RESOURCES**

- Asthma Australia: [Resources for schools](#)
- Asthma Australia: [Asthma emergency kits](#)
- Policy and Advisory Library:
  - [Asthma](#)
  - [Treating an asthma attack](#)
  - [Health Care Needs](#)
  - [Medication](#)

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	February 2026
Approved by	Principal
Next scheduled review date	February 2027