

Asthma

Communication Plan



This plan should be read in conjunction with the Lavalla Catholic College (the College) Asthma Management Policy which is available on CompliSpace and the College website.

This is a plan to provide information to all College staff, students and parents / guardians about asthma and the College's Asthma Management policies and procedures.

What are the strategies to respond to an asthma attack during normal College activities?

The procedures set out in this plan and a student's Asthma Action Plan will be followed when responding to an asthma attack.

Student asthma attacks which are mild or moderate are managed through our First Aid Policy. In the event of a severe or life-threatening asthma attack, the procedures in this plan must be followed, together with the College's general First Aid and Critical Incident (Emergency Response) procedures, as well as the student's Asthma Action Plan.

Self-administration of reliever medication

If a student self-administers their reliever medication, one staff member should supervise and monitor the student, and another staff member should call an ambulance (000). An Asthma Emergency Kit for general use should also be retrieved and brought to the site of the asthma attack.

If a student who ordinarily self-administers their reliever medication is not physically able to do so due to the effects of an asthma attack, a staff member must administer the reliever medication following the procedures set out in this plan.

Responding to an incident

If a student is displaying symptoms of an asthma attack, a staff member must remain with them at all times and sit them upright.

Another member of staff should immediately locate the student's reliever medication (if it is not in the student's possession) and the student's Asthma Action Plan.

The reliever medication should then be administered following the instructions in the student's Asthma Action Plan.

In the College Environment

Classrooms

The student's teacher must remain with the student and either use his or her mobile phone to dial triple zero "000" or send a student to ask another staff member to attend and then dial triple zero "000".

A student or available staff member is to be sent with a verbal message to Student Services to obtain assistance. Student Services staff should call triple zero "000" if this has not been done.

Student Services staff will locate the student's assigned reliever medication and Asthma Action Plan and will take it to the student immediately.

A staff member will direct the ambulance to the appropriate classroom in arrival.

Yard

The teacher on duty must stay with the student and either use his or her mobile phone to dial triple zero "000" or send a student to ask another staff member to attend and then call triple zero "000".

A student or available staff member is to be sent with a verbal message to Student Services to obtain assistance. Student Services staff should call triple zero "000" if this has not been done.

Student Services staff will locate the student's assigned reliever medication and will take it to the student immediately.

A staff member will clear the College yard to ensure easy access for the ambulance.

A staff member will direct the ambulance to the appropriate place in the College yard on arrival.

Responding to a severe or life-threatening asthma attack

The following step-by-step instructions will be followed by the College if a student is having a severe or life-threatening asthma attack:

1. Immediately call an ambulance (000).
2. Sit the student upright.
3. Administer reliever medication in accordance with the student's Asthma Action Plan.
4. Reassure the student experiencing the attack. Watch the student closely in case of a worsening condition. Another member of staff will supervise nearby students, move them away from the area and reassure them.
5. If there is no improvement or severe symptoms progress (as described in the Asthma Action Plan), more medication (of the same dosage) doses may be administered every four minutes (or any other length of time prescribed in the Asthma Action Plan).
6. Contact the student's emergency contacts. Then contact the Security Services Unit, Department of Education and Training to report the incident on 9589 6266.
7. Follow the College's Critical Incident (Emergency Situations) Response procedures.

First time reactions

If a student appears to be having a severe or life-threatening asthma attack, but has not been previously diagnosed with asthma, staff should follow the College's First Aid policy immediately:

- locate and administer reliever medication from an Asthma Emergency Kit
- after the first four doses of reliever medication call an ambulance
- continue giving four doses of reliever medication every four minutes while waiting for the ambulance to arrive.

The College is committed to providing a safe learning environment for all our students and complying with the Department of Education and Training's Asthma Guidelines as amended by the Department from time to time (Guidelines).

It is our policy that:

- each student must have a written Asthma Action Plan and Individual Asthma Risk Minimisation Plan
- we provide, as far as practicable, a safe and supportive environment in which students diagnosed with asthma can participate equally in all aspects of the student's schooling
- we adopt the recommendations of the Guidelines where relevant to the College
- Asthma Emergency Kits and other reliever medication are purchased, stored and maintained in accordance with the Guidelines and the College's particular circumstances
- strategies are in place to communicate with and advise staff, students and parents / guardians and to raise awareness about asthma and the College Asthma Management Policy in the College community
- Asthma Supervisors, the Principal and other College staff work together with parents / guardians of each student diagnosed with asthma to assess risks and develop risk minimisation strategies for the student
- staff are appropriately trained and have knowledge about asthma and the College's asthma prevention strategies and policies and procedures in responding to an asthma attack.

The College has developed the following work practices and procedures for managing asthma:

- Identifying Asthma – Causes, Signs and Symptoms
- Individual Asthma Risk Minimisation Plans
- Asthma Emergency Kits and Reliever Medication
- Asthma Communication Plan
- College Planning and Emergency Response Procedure
- Prevention Strategies
- Asthma Training and Briefings

The Principal completes the annual Risk Management Checklist to monitor the College's compliance with the Guidelines and this plan.

We regularly update the Risk Management Checklist in line with any changes to the information on the Department of Education and Training's Asthma Management in Schools page.

The College has appointed staff members as Asthma Supervisors.

The Principal will:

- ensure that the College develops, implements and routinely reviews this plan in accordance with the Guidelines
- actively seek information to identify students with severe life-threatening asthma or those who have been diagnosed with asthma, either at enrolment or at the time of diagnosis (whichever is earlier)
- ensure that parents / guardians provide an Asthma Action Plan which has been signed by the student's medical practitioner and that contains an up-to-date photograph of the student
- ensure that an Individual Asthma Risk Minimisation Plan is developed in consultation with the student's parents / guardians for any student that has been diagnosed by a medical practitioner with asthma, where the College has been notified of that diagnosis
- ensure that students' Individual Asthma Risk Minimisation Plans are communicated to staff
- ensure that parents / guardians provide the College with reliever medication and a spacer device, if reliever is a puffer, for their child that is not out-of-date and replacement reliever medication when requested to do so
- ensure that an appropriate Communication Plan is developed
- ensure that there are procedures in place for providing information to College volunteers and casual relief staff about students diagnosed with asthma and their role in responding to a student having an asthma attack in their care
- ensure that relevant College staff have successfully completed approved asthma training and that their accreditation is current
- ensure that there are sufficient numbers of trained staff available to supervise students diagnosed with asthma while they are under the care or supervision of the College, including excursions, yard duty, camps and special event days
- ensure that all College staff are briefed at least annually by the Asthma Supervisor or another appropriately trained staff member
- allocate time, such as during staff meetings, to discuss, practice and review this plan
- encourage ongoing communication between parents / guardians and College staff about the current status of the student's asthma, the College's policies and their implementation
- ensure that the student's Individual Asthma Risk Minimisation Plan and this plan are reviewed as required
- ensure that the Risk Management Checklist for Asthma is completed annually
- arrange to purchase and maintain an appropriate number of Asthma Emergency Kits for general use to be part of the College's first aid kit.

College Asthma Supervisors will:

- have current asthma management training and ensure that they have a higher level of knowledge relating to asthma management, in particular in the correct use of a puffer and spacer
- lead the annual asthma College briefing
- conduct regular reviews of the reliever medications to ensure they are not out-of-date
- inform casual relief teachers, specialist teachers and volunteers about this plan, the names of any students diagnosed with asthma, the location of each student's Individual Asthma Risk Minimisation Plan and reliever medication and each individual person's responsibility in managing an incident
- brief all volunteers, casual relief staff and new College staff of the College's Communication Plan and their role in responding to a student having an asthma attack in their care.

What are the strategies to respond to an asthma attack during off-site or out of school activities?

Emergency procedures will vary depending on the out-of-College activity.

The emergency procedures must address:

- the location of reliever medication and Asthma Emergency Kit (if one is taken) and/or who will be carrying them
- procedures for getting the reliever medication to a student
- where reliever medication will be stored during the night (i.e. with the supervising teacher or the student)
- procedures for calling an ambulance.

Staff should be aware of what local emergency services are in the area, and how to contact them in the event of an emergency. For camps and remote excursions, contact should be made with emergency services and hospitals well in advance, and advise of the full medical conditions of students diagnosed with asthma, the location and of any off-camp activities.

What are the procedures to inform volunteers and casual relief staff on arrival at the College of students diagnosed with asthma, and if they are caring for a student diagnosed with asthma, the potential of and their role in responding to an asthma attack?

Casual Relief Teachers (CRT) will be made aware of any students diagnosed with asthma and their role in responding to an asthma attack through the CRT folder, handed to each CRT upon entry to the College. CRT are expected to undertake asthma training every 3 years.

What are the procedures to communicate with and raise awareness among staff, students, parents / guardians and the College community?

Copies of Asthma Action Plans are posted in the staff room and are located with the first aid procedures as well as being in each student's medical kit with their reliever medication.

Communication and raising awareness with students occurs by the following:

- displaying fact sheets or posters in hallways, canteens and classrooms
- discussion by class teachers
- acknowledging that a student diagnosed with asthma may not want to be singled out or seen to be treated differently
- dealing with any bullying or attempt to harm a student in accordance with the College's Student Discipline Policy.

How is the responsibility of the Principal for ensuring that relevant College staff are appropriately trained and briefed (by a staff member who has current accredited asthma management training) at least annually met?

It is the College's policy that at a minimum, all staff with a duty of care for students, including volunteers and regular casual relief teachers, must undertake an asthma education session.

When a student diagnosed with asthma is under the care or supervision of the College outside of normal class activities, including in the College yard, at camps and excursions, or at special events conducted, organised or attended by the College, the Principal must ensure that there are a sufficient number of staff present who have been appropriately trained.

Accredited Asthma Management Training

The following staff undertakes accredited asthma management training:

- 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 high-risk teaching areas, such as PE/Sports and Home Economics/Cooking Teachers.

The following accredited asthma management courses are recognised for Victorian schools:

- 22282VIC Course in Management of Asthma Risks and Emergencies in the Workplace
- 10760NAT Course in Asthma Management.

Training is face-to-face and accredited for three years, paid by each school.

Non-Accredited Training

The following staff should undertake no-accredited training:

- all staff with a direct teaching role with students affected by asthma
- any other school staff identified by the Principal, based on an assessment of the risk of an asthma attack occurring while a student is under the care or supervision of the College.

The following non-accredited training course is recognised for Victorian schools:

- Asthma first aid management for education staff.

Training is online and accredited for three years.

Asthma Briefings

All College staff, irrespective of whether they are required to undergo training, must also participate in asthma briefings.

Briefings must occur at least once per year, to be held at the beginning of the school year.

Asthma briefings are conducted by either:

- an Asthma Supervisor or staff member who has successfully completed an Asthma Management training course in the three years prior.

The asthma briefing covers:

- our Asthma Management Policy
- our legal requirements
- the causes, signs/symptoms and treatment of asthma

- the identities of students (including pictures) diagnosed with asthma, their triggers, year levels, risk management plans that are in place and where reliever medication is located
- an overview of the Asthma Action Plan highlighting the first aid procedure and that some students will need to take different doses of their medication
- our first aid and emergency response procedures
- the location of, and access to, Asthma Emergency Kits and reliever medication
- how to access ongoing support and training.

Also refer to the following resources for the briefing:

- Facilitator Guide for Asthma Management
- Asthma Management Briefing Presentation