******Help for non-English speakers**

If you need help to understand the information in this policy please contact our school office.

**Purpose**

This policy has been implemented for the management of a child with asthma that attends Spring Parks Primary School.

**statement**

Asthma is a chronic health condition affecting approximately 10% of Australian children (1).

Asthma is one of the most common reasons for child admissions to hospital, particularly in February and May (1). In order to meet the legal obligations outlined in the Education and Care Services National Regulations 2011(2), and to ensure the health and wellbeing of all children attending Spring Parks Primary school, recognises the importance of staff education, implementation of best practise policy and the involvement, engagement and understanding of parents and carers of children attending Spring Parks Primary School.

Key points and obligations within the Education and Care Services National Regulations 20112 (2) , relevant to an asthma management policy, state that children’s services must:

* Obtain health information for each child enrolled at the service, including a detailed Written Asthma Plan and Risk Minimisation Plan for children enrolled with asthma
* Keep a detailed record of medication administered to any child
* Ensure that at least one member of staff is on duty at all times with current and approved Emergency Asthma Management training
* Ensure adequate provision and maintenance of first aid kits

**Scope**

* To ensure all stakeholders (directors, management, staff, parents/carers) are aware of their obligations and best practice management of asthma at Spring Parks Primary School
* To provide necessary information for the effective management of children with asthma attending Spring Parks Primary School

1. Australian Centre for Asthma Monitoring (2011), “Asthma in Australia: with a focus chapter on chronic obstructive pulmonary disease”, Australian Institute of Health and Welfare, Canberra 2011. (2) Australian Children’s Education and Care Quality Authority (2011), Education and Care Services National Regulations

**Responsibilities**

**The Principal will:**

- Provide staff with a copy of the school’s asthma policy and ensure staff are aware of asthma management strategies upon employment at the service

- Provide Emergency Asthma Management training to staff and as required

- Ensure all staff are up to date with Asthma First Aid for Schools on-line training as required

- Ensure at least one staff member is on duty at all times who has completed Emergency Asthma Management training

- Provide parents/carers with a copy of the school’s asthma policy upon enrolment of their child

- Identify children with asthma during the enrolment process and provide parents and carers with a written asthma plan to be completed in consultation with a medical practitioner

- Develop a risk minimisation plan for every child with asthma, in consultation with parents/carers

- Ensure that all children with asthma have a written asthma plan and a risk minimisation plan kept with their enrolment record, and ensure that both Plans are updated at least yearly

- Ensure parents/carers of all children with asthma provide reliever medication and a spacer (including a child’s face mask if required) at all times their child is attending the school

- Implement an asthma first aid procedure consistent with current national recommendations

- Ensure that all staff are aware of the asthma first aid procedure

- Ensure adequate provision and maintenance of asthma first aid kits

- Ensure that each asthma first aid kit contains reliever medication (a blue/grey metered dose inhaler containing salbutamol), a spacer device, a children’s face mask, instructions for the first aid procedure, and a record form

- Ensure that reliever medications within the asthma first aid kits are regularly replaced and have not expired, and that spacers and face masks are replaced after each use

- Facilitate communication between management, staff and parents/carers regarding the school’s asthma policy and strategies

- Promptly communicate with parents and carers any concerns regarding the management of children with asthma attending the school

- Identify and minimise, where possible, asthma triggers for children attending the school

- Ensure that children with asthma are not discriminated against in any way

- Ensure that children with asthma can participate in all activities safely and to their fullest abilities

**Staff will:**

- Be aware of the school’s asthma policy

- Be aware of the asthma first aid procedure

- Keep up to date with Asthma First Aid for Schools on-line training as required

- Identify children in their care with asthma and are able to locate where medication and personal spacers (and face masks) are stored

- Maintain current Emergency Asthma Management training and qualifications if required

- Know where written asthma plans and asthma first aid kits are stored

- Develop a risk minimisation plan for every child with asthma, in consultation with the parents/carers

- Identify and minimise, where possible, asthma triggers for children attending the school

- Ensure that children with asthma are not discriminated against in any way

- Ensure that children with asthma can participate in activities safely and to their fullest abilities

- Promptly communicate to management, parents and carers any concerns regarding the management of children with asthma enrolled in the school

**Parents and Carers will:**

- Inform staff if their child has asthma upon enrolment at the school

- Read the school’s asthma policy

- Provide a copy of their child’s written asthma plan to the school, ensuring it has been signed by a medical practitioner. The asthma plan should be reviewed and updated at least yearly.

- Work with staff to develop a risk minimisation plan for their child

- Provide the service with the child’s reliever medication along with a spacer (and child’s face mask if required) at all times the child is attending the school. If a spacer is not provide and the school has to use a disposable spacer on the child, then the parent will incur the cost of the disposable spacer and charged to the family account

- Communicate all relevant medical/health information to management and staff of the school

- Promptly communicate any concerns or changes to their child’s asthma to staff at the school

- Where possible and depending on ability, encourage their child to learn about their asthma and communicate to service staff if they are unwell or experiencing asthma symptoms

**Asthma Emergency Kits Asthma Emergency Kits should contain:**

- Reliever medication

- X2 small volume spacer devices

- X2 compatible children’s face mask

- Record form

- Asthma First Aid instruction card

Please note that it is a recommendation of The Asthma Foundation of Victoria that spacers and face masks are single-person use only (3)

It is essential to have at least two spacers and two face masks contained in each first aid kit and that spacers and face masks are replaced each time they are used. Further Reading and Resources

[www.asthma.org.au](http://www.asthma.org.au).

**Related Legislation:**

Australian Children’s Education and Care Quality Authority (2011), Education and Care Services National Regulations, www.legislation.nsw.gov.au/sessionalview/sessional/subordleg/2011-653.pdf.

Australian Guidelines for the Prevention and Control of Infection in Healthcare (2010), National Health and Medical Research Council,

[www.nhmrc.gov.au/\_files\_nhmrc/publications/attachments/cd33\_infection\_control\_healthcare\_0.pdf](http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/cd33_infection_control_healthcare_0.pdf)

(3) National Health and Medical Research Council (NHMRC) (2010), “Australian Guidelines for the Prevention and Control of Infection in Healthcare”, Commonwealth of Australia, Canberra, 2010.

**COMMUNICATION**

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

* Available on school website
* Included in staff induction processes and staff training
* Discussed at staff briefings/meetings as required
* Reminders in our school newsletter
* Hard copy available from school administration upon request

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

**evaluation**

Spring Parks Primary School Council will review this policy every year or more often if necessary due to changes in regulations or circumstances.

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| Date Implemented | June 2013 | | |
| Date ratified by School Council |  | | |
| Approved By | **Shirley Mach, SC President** | | |
| Approval Authority  (Signature & Date) |  | | |
| Date Reviewed | March 2022 | Next Review | March 2023 |
| Responsible for Review | **Julie Fisher, Principal** | | |