

Wyndham Community and Education Centre Inc Policy and Procedure

Policy name	Asthma Management Policy and Procedure
Responsible person	Senior First Aid Officer and VCAL & Youth Manager
Staff involved	First Aid trained Staff, All Staff
Review dates	2017
Related documents	<p>Policies: Accident and First Aid Policy & Procedure, Anaphylaxis Policy & Procedure, Health Policy & Procedure</p> <p>Legislation: Education Training and Reform Act 2006,</p> <p>Other: Asthma Take Control: Great Tips for Teenagers, Accident, Injury or Illness Report Book, Student Health Support Plan, Medication Authority Form, Medication Admin Log, Medication Authority Form, Medication Administration Log, Asthma First Aid Poster (Asthma Foundation), First Aid for Asthma Poster (National Asthma Council Australia), Asthma Emergency Kit, Enrolment Form, VCAL Expression of Interest Form, VCAL & Youth Programs Pre Training Assessment Results and Recommendations (Interview and Form), Asthma First Aid Flowchart</p> <p>Asthma On line training - http://asthmaonline.org.au/login/index.php</p> <p>Asthma Care Plan Education and Care Services – Asthma Australia- http://www.nationalasthma.org.au/uploads/content/683-Asthma-Aus-Asthma-Care-Plan-for-education-and-care-services.pdf</p> <p>Asthma Australia resources for schools: http://www.asthmaaustralia.org.au/vic/about-asthma/resources</p>

Policy Context

It is important that all staff are aware of how to assess and manage an asthma emergency and the importance of daily asthma management, particularly staff working with students under-18.

What is Asthma?

Asthma is a disease of the airways. Individuals with asthma have sensitive airways which can react to triggers that set off their asthma. When exposed to certain triggers their airways swell and get thick with mucus and the muscles around the airway squeeze tight, making it hard for them to breathe.

Triggers which can make asthma worse by causing the airways to narrow include:

- Cold or flu symptoms;
- Weather conditions;
- Exercise;
- House dust mite droppings;
- Pollens;
- Smoke (cigarette smoke, wood smoke from open fires, burn-offs or bushfires)
- Moulds;
- Pets and other animals;

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 15/07/16 and supersedes all previous versions.

Wyndham Community and Education Centre Inc

Policy and Procedure

- Chemicals
- Deodorants including perfumes, after-shaves, hair spray and deodorant sprays)
- Foods and additives
- Emotional factors
- Pollution
- Certain medications (including aspirin and anti-inflammatories)

Symptoms of Asthma

- Wheezing – high pitched whistling sound that occurs during breathing out, which is caused by turbulence of the air in the constricted airways. Although wheezing is a common symptom, some people never wheeze, particularly older adults. Wheezing may also be absent in a severe asthma attack where there is virtually no air movement.
- Coughing – dry or moist – the typical asthma cough is a dry persistent cough often evident at night, particularly after a cold. Occasionally asthma causes a productive cough as the level of mucus builds up in the lungs. The night cough is an indication of worsening asthma and often causes sleep disturbance.
- Shortness of breath – this is due to the increased effort associated with moving air in and out of the lungs
- Tightness of the chest – as more air becomes trapped in the lungs, the person experiences increasing chest tightness.

These symptoms may vary from person to person.

Other symptoms may include:

- Rapid breathing – caused when the brain signals the body to breathe faster to get more oxygen to the tissues
- Difficulty talking – the person will have difficulty talking as air begins to be trapped behind mucus plugs in the lungs. This reduces the number of words able to be spoken as less air travels across the vocal cords and they are unable to vibrate. Speech patterns can be used to rate the severity of an asthma attack.
- Pale/sweaty
- Distress/anxiety
- Blue lips – indicates lack of oxygen and a sign of a severe asthma attack.

Policy

This policy is in place to manage the occurrence of asthma and to ensure staff asthma awareness. Staff with a duty of care for students will be trained to assess and manage an asthma emergency and will complete an Asthma Education session at least every three years. The Senior First Aid Officer will deliver an Asthma refresher to VCAL staff each semester. The Senior First Aid Officer will ensure that equipment to manage an asthma emergency is in the Asthma Emergency Kit (AEK). The AEK should contain; in date blue/grey reliever puffer, spacer device, instructions for asthma first aid, record sheet.

Wyndham CEC has qualified, trained staff on site in the management of asthma and is committed to maintaining trained staff in this area.

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 15/07/16 and supersedes all previous versions.

Wyndham Community and Education Centre Inc Policy and Procedure

For students under 18, diagnosed with asthma, an **Asthma Care Plan for Education and Care Services** must be provided to relevant staff on or immediately after enrolment and annually thereafter. Parents/carers of students under 18, accessing Wyndham CEC programs and services are responsible for ensuring that the young person has an adequate supply of the appropriate medication and spacer (if applicable) with them at all times.

If a student's Asthma Care Plan for Education and Care Services is unavailable, the 4 Step Asthma First Aid Plan outlined on the following page should be used.

An AEK should be taken on all student excursions by the teacher in charge.

Procedure

In the event of an asthma attack, follow an individual's Asthma Care Plan for Education and Care Services

The Plan should be:

- completed by the student's medical/health practitioner in consultation with the parents/guardians; and,
- provided annually by the:
 - doctor to the parents/guardians/ family
 - parents/guardians to Wyndham Community & Education Centre

The plan must include:

- student's name and date of birth
- the prescribed medication taken:
 - on a regular basis
 - as premedication to exercise
 - if the student is experiencing symptoms
- emergency contact details
- business contact details of the student's medical/health practitioner
- details about deteriorating asthma including
 - signs to recognize worsening symptoms
 - triggers
 - what to do during an attack
 - medication to be used
- an asthma first aid section which specifies no less than 4 separate puffs of blue/grey reliever medication with 4 breaths taken per puff every 4 minutes, using a spacer if possible.

Note: It is recommended that if the plan has less than the required number of puffs per minute period it should be sent back to the parent/guardian and doctor for review.

If a student's Asthma Care Plan for Education and Care Services/Asthma Action Plan is unavailable, the Asthma Australia Asthma Care Plan must be used.

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 15/07/16 and supersedes all previous versions.

Wyndham Community and Education Centre Inc

Policy and Procedure

Asthma First Aid Plan

- Step 1:** Sit the person upright
- be calm and reassuring
 - do not leave them alone
- Step 2:** Give 4 separate puffs of blue/grey reliever puffer
- Shake puffer
 - Put 1 puff into spacer
 - Take 4 breaths from spacer
- Repeat until 4 puffs have been taken
Remember: Shake, 1 puff, 4 breaths
OR Give 2 separate doses of a Bricanyl inhaler (age 6 and over) or a Symbicort inhaler (over 12)
- Step 3:** Wait 4 minutes
- If there is no improvement, give 4 more separate puffs of blue/grey reliever as above
(OR give 1 more dose of Bricanyl or Symbicort inhaler)
- Step 4:** If there is still no improvement call emergency assistance (dial 000)
- Say 'ambulance' and that someone is having an asthma attack
 - 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 more doses of Symbicort)

Call emergency assistance immediately (dial 000)

- o If the person is not breathing
- o If the person's asthma suddenly becomes worse, or is not improving
- o If the person is having an asthma attack and a reliever is not available
- o If you are not sure if it's asthma
- o If the person is known to have Anaphylaxis - follow their Anaphylaxis Action Plan, then give them Asthma First Aid

(Blue-grey reliever medication is unlikely to harm, even if the person does not have asthma)

If at any time the condition worsens, or you are concerned, call an ambulance on 000 immediately. Then, if the student is under-18, contact the student's parent/carer immediately, after calling the ambulance. Even if the individual has a complete recovery from the asthma attack, do not leave them alone.

Note: Preventative medications do not treat the symptoms of an asthma attack. Do not administer asthma medication contained in a brown, red or white puffer in order to relieve an asthma attack. These are preventative medications only. Reliever medications are in a blue/grey container.

Roles and Responsibilities

Students are supported to self-manage their asthma.

Parents/guardians (of students under-18)

- Provide Asthma Care Plan for Education and Care Services signed by a doctor/health practitioner

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 15/07/16 and supersedes all previous versions.

Wyndham Community and Education Centre Inc Policy and Procedure

- Provide their young person's medication, clearly dated and in original labelled container. A spacer should also be provided, unless the child is carrying the medication and spacer for self-management purposes
- Ensure that if their young person is self-managing their asthma correctly the child carries their reliever medication and spacer at all times
- Alert staff to any change in instructions for treating their young person's asthma.
- Inform the Wyndham CEC staff if their young person has asthma upon enrolment
- Read Wyndham CEC's Asthma Management Policy and Procedure
- Provide a signed student Health Support Plan (for all health issues except Anaphylaxis)
- Promptly communicate all medical and health information relevant to their, young person to Wyndham CEC staff at the Pre Training Assessment Results and Recommendations (Interview) upon enrolment
- Communicate any changes to their young person's asthma or any concerns about the health of their young person as soon as possible to Wyndham CEC staff.

Staff

- Document any asthma attack in the Accident, Injury or Illness Report Book, and advise parent/guardian as a matter of priority
- Have a spacer in the AEK in case a student does not have their own spacer and needs one. If used, the spacer in the AEK needs to be replaced. It can be labelled with the respective students name and kept for future use by that student only. Inform the Wyndham CEC Senior First Aid Officer to replace spacer in AEK.
- Review documentation regularly including policies and procedures
- Minimise exposure to known triggers
- Provide parents and carers with a copy of the centre's Asthma Policy and Procedure upon at the Pre Training Assessment Recommendations and Results (interview) enrolment of their young person
- Identify young people with Asthma during the Pre Training Assessment Recommendations and Results (interview) enrolment process and provide parents and carers with a blank asthma plan Asthma care plan for education and care services that is to be completed and signed by the young person's medical practitioner and returned to the VCAL & Youth Manager at the centre
- Ensure Health Support Plans are completed for students with Asthma
- Promptly communicate to parents and carers any concerns regarding Asthma and students attending the centre
- Identify and minimise, where possible, triggers of Asthma symptoms for students
- Ensure that students with Asthma are not discriminated against in any way
- Ensure that students with Asthma can participate in all activities safely and to their fullest abilities
- Be aware of the Wyndham CEC's Asthma Management Policy and Procedure

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 15/07/16 and supersedes all previous versions.

Wyndham Community and Education Centre Inc Policy and Procedure

- Be aware of the Asthma First Aid Procedure
- Be aware of students with Asthma and where their medication and personal spacers are stored
- Attend Asthma Education and Training sessions or when required
- Be aware of where to access written Asthma plans, Camp and Excursion Medical Forms, and location of Asthma Emergency Kits
- Identify and minimise, where possible, triggers of Asthma symptoms for students
- Promptly communicate to staff, parents and carers any concerns regarding Asthma and students enrolled in the centre.

Management

- Meet all legal, regulatory and policy requirements related to Asthma Management at Wyndham CEC
- Maintain a central record of students healthcare needs, including Asthma, and review regularly
- Ensure staff undergo training
- Induct new staff in Asthma Policies and Procedures including Asthma training and information for all staff
- Facilitate communication between management, staff, parents /carers and students regarding the centre's Asthma Management Policy and Procedure.

The Asthma Emergency Kit will be kept for first aid purposes in case of:

- An emergency where a person has difficulty breathing
- A person's own reliever medication is unavailable, empty, or expired
- A person's first Asthma attack

The AEK must be accessible at all times and the Senior First Aid Officer is responsible for the kit. The reliever medication for AEK must be purchased from a pharmacy. The expiry date on the medication must be checked regularly by removing the canister from the puffer casing.

- Asthma first aid posters are on display in all Wyndham CEC venues.
- Spacer replacement – a spacer must only be used once. After use, dispose of it or label it with the student's name. A new spacer must be placed in the AEK. The used spacer is only to be used for that student.

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 15/07/16 and supersedes all previous versions.