

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	All Staff
Review dates	2019
Related documents	<p>Legislation: Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008 (Vic), Disability Act 2006 (Vic), Education and Training Reform Act 2006 (Vic), Education and Training Reform Regulations 2017, Equal Opportunity Act 2010 (Vic), Occupational Health and Safety Act 2004 (Vic), Disability Regulations 2007, Working with Children Act 2005 (Vic), Children, Youth and Families Act 2005 (Vic), Health Records Act 2001 (Vic), Privacy Act 1988 (Cth), Information Privacy Act 2000 (Vic), Privacy and Data Protection Act 2014 (Vic), Disability Discrimination Act 1992 (Cth), Disability Standards for Education</p> <p>Policies: Anaphylaxis Management Policy & Procedure, Asthma Management Policy & Procedure, Health Policy & Procedure, Student Well-being and Duty of Care in VCAL (includes procedures for under-18s) Policy & Procedure, OH&S Policy & Procedure, Risk Identification and Management Policy & Procedure, Critical Incident & Emergency Management Policy & Procedure, Excursions Policy & Procedure, Record Management & Record Keeping Policy & Procedure, Child Safe Policy & Procedure, Decision Making Responsibilities for VCAL & Youth Policy & Procedure.</p> <p>Other: Accident, Injury and Illness Report Form, Medication Administration Log (under-18s), Medication Authority Form Anaphylaxis Risk Management Plan, Anaphylaxis and Asthma Individual Action Plans, Anaphylaxis Communication Matrix, Student Health Support Plan, Incident & Emergency Management Form, DRSABCD Chart (Basic Life Support Chart), Epilepsy Support Form, Student Enrolment Form, 4-Step Asthma First Aid Poster, Asthma First Aid Flowchart, Asthma Emergency Record Sheet (in kits)</p>

Policy Context

Asthma is very common in the community. It is therefore essential that all staff are aware of how to assess and manage an asthma emergency in the event of an occurrence.

Wyndham CEC has a duty of care to its children (students/ clients under-18) and while it is important that adolescents have an important role in managing their own asthma, Wyndham CEC and the families of its young people will work together to ensure young people with asthma are managed while at Wyndham CEC.

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.

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 27/04/2018 and supersedes all previous versions.

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

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

Thunderstorm Asthma

- Thunderstorm asthma is a form of asthma that is triggered by an uncommon combination of high pollen (usually during late Spring to early Summer) and a certain kind of thunderstorm.
- Anyone can be affected, even if you don't have a history of asthma.

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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. VCAL & Youth staff will do training each semester coordinated by the Senior First Aid Officer. 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
- disposable spacer
- instructions for asthma first aid
- Asthma Emergency 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.

For students under 18, diagnosed with asthma, an **Asthma Action Plan** must be provided to relevant staff at, 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 Action Plan is unavailable, the 4 Step Asthma First Aid Plan 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 Action Plan

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
- Reliever medication
- confirmed triggers
- emergency contact details
- contact details of the student's medical/health practitioner

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- 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.
- If a student's Asthma Action Plan is unavailable, the 4-STEP Asthma Action Plan must be used.
- People experiencing asthma symptoms even if for the first time should not ignore it, and should seek medical advice as soon as possible.
- An asthma flare up can vary in severity and can be life threatening. If there are signs that a person's condition is deteriorating, urgent care should be sought. Call Triple Zero (000).
- Be aware of forecast thunderstorms in the pollen season particularly on days with a HIGH or EXTREME pollen count.
- Where possible, stay indoors with doors and windows closed until the storm front has passed.

Asthma Emergency

Call emergency assistance immediately (dial **000**)

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

Note: 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

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 **preventative** asthma medication for an emergency asthma attack.

Roles and Responsibilities

Students are supported to self-manage their asthma.

Parents/guardians (of students under-18)

- Inform the Wyndham CEC staff if their young person has asthma upon enrolment
- Read Wyndham CEC's Asthma Management Policy and Procedure
- Provide an Asthma Action Plan for Education and Care Services signed by a doctor/health practitioner

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- 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
- Alert staff to any change in instructions for treating their young person's asthma.
- Provide a signed student Health Support Plan (for all health issues except Anaphylaxis)

Staff

- Document any serious asthma attack on an Accident, Injury and Illness Report Form, and advise parent/guardian as a matter of priority
- Have a supply of disposable spacers in the AEK in case a student does not have their own. Inform the Wyndham CEC Senior First Aid Officer to replenish disposable spacers in AEK.
- Review documentation regularly including policies and procedures
- Provide parents and carers with a copy of the centre's Asthma Management Policy & Procedure if a young person identifies as having asthma at
- Ensure Health Support Plans are completed for students with Asthma
- Ensure that students with Asthma can participate in all activities safely and to their fullest abilities

Wyndham CEC Management Staff

- 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 working with under-18s undergo training each semester

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 currency of the kit.

All 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 will be on display at all Wyndham CEC venues.

Disposable spacers must only be used once or only used for that student.