



The Japanese School of Melbourne

Asthma Policy

If you need help to understand this policy, please contact school office on 0395281978.

Purpose

To ensure that The Japanese School of Melbourne (JSM) appropriately supports students diagnosed with asthma.

Objective

To explain to JSM 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 and volunteers; and
- 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 which react to triggers (e.g. cold air, exercise, pollen), 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 (within 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 may 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
- smoke (cigarettes, wood from open fires, burn-offs or bushfires)
- dust mites
- pollens
- chemicals such as household cleaning products and aerosols
- food chemicals/additives
- colds/flu
- weather changes such as thunderstorms and cold, dry air
- moulds
- fur from animals e.g. cats and dogs
- deodorants, perfumes, aftershaves
- certain medications including Aspirin and anti-inflammatories
- emotions e.g. laughter, stress

Asthma management

If a student diagnosed with asthma enrolls at JSM:

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. Parents/carers should also provide a photo of the student to be included as part of the student's Asthma Action Plan.
3. JSM will keep all Asthma Action Plans:
 - Staffroom
4. If a student's asthma condition or treatment requirements change, parent/carers must notify the school and provide an updated Asthma Action Plan.
5. School staff will work with parents/carers to review Asthma Action Plans (and Medical Records) at the beginning of each school year.

Student asthma kit

All students diagnosed with asthma are required to bring a student asthma kit to school every day which contains:

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

Student asthma kits will be stored in the classroom. Students are also encouraged to carry their own reliever.

Asthma First Aid procedures

If a student is experiencing symptoms below, JSM follows the Asthma First Aid procedures:

- 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.	<p>Sit the person upright</p> <ul style="list-style-type: none"> • Be calm and reassuring • Do not leave them alone • Seek assistance from another staff member or reliable student to locate the student’s puffer, the Asthma Emergency Kit and the student’s Asthma Action Plan (if available). • If the student’s action plan is not immediately available, use the Asthma First Aid procedures as described in Steps 2 to 5.
2.	<p>Give 4 separate puffs of blue or blue/grey puffer:</p> <ul style="list-style-type: none"> • Shake the puffer • Use a spacer if you have one • Put 1 puff into the spacer • Take 4 breaths from the spacer <p>Remember – Shake, 1 puff, 4 breaths</p>
3.	<p>Wait 4 minutes</p> <ul style="list-style-type: none"> • If there is no improvement, give 4 more separate puffs of blue/grey puffer as above <p>(or give 1 more dose of Bricanyl or Symbicort inhaler)</p>
4.	<p>If there is still no improvement call Triple Zero “000” and ask for an ambulance.</p> <ul style="list-style-type: none"> • Tell the operator the student 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 doses of Symbicort)
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 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 puffer is not available
- if they are not sure if it is asthma
- if the person is known to have anaphylaxis

Training for staff

The principal will ensure that all school staff are appropriately trained in asthma management. Staff who are required to undertake training must have completed:

- an approved face-to-face asthma management training course in the last three years; or
- an approved online asthma management training course in the last two years.

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

JSM will also provide this policy to casual relief staff and volunteers who will be working with students. The school may also brief casual staff if the principal decides it is necessary depending on the nature of the work being performed.

Asthma Emergency Kit

JSM will provide and maintain at least two Asthma Emergency Kits. One kit will be kept on school premises in Sick Bay and one will be a mobile kit for activities such as:

- yard duty
- camps and excursions.

The Asthma Emergency Kit will contain:

- at least 1 blue or blue/grey reliever medication such as Airomir, Admol or Ventolin
- at least 2 spacer devices (for single person use only) to assist with effective inhalation of the blue or blue/grey reliever medication (JSM will ensure spare spacers are available as replacements). Spacers will be stored in Sick Bay.

The first aid officer will monitor and maintain the Asthma Emergency Kits. They will:

- ensure all contents are maintained and replaced where necessary
- regularly check the expiry date on the canisters of the blue or blue/grey reliever puffers and replace them if they have expired or a low on doses
- replace spacers in the Kits after each use (spacers are single person use only)
- dispose of any previously used spacers.

The blue or blue/grey reliever medication in the Asthma Emergency Kits may be used by more than one student as long as they are used with a spacer. If the devices come into contact with someone's mouth, they will not be used again and will be replaced.

After each use of a blue or blue/grey reliever (with a spacer):

- remove the metal canister from the puffer (do not wash the canister)
- wash the plastic casing
- rinse the mouthpiece through the top and bottom under running water for at least 30 seconds
- wash the mouthpiece cover
- air dry then reassemble
- test the puffer to make sure no water remains in it, then return to the Asthma Emergency Kit.

Management of confidential medical information

Confidential medical information provided to JSM 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 JSM's website so that parents and other members of the school community can easily access information about JSM's asthma management procedures.

Epidemic Thunderstorm Asthma

JSM will be prepared to act on the warnings and advice of the risk of epidemic thunderstorm asthma if the forecast is high.

Related policies and resources

- o [Anaphylaxis policy](#)
- o [Medication Policy](#)
- o [Duty of Care policy](#)

Approval

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This policy was drafted in English, and translated into Japanese for reference purposes only. In the case of a difference in interpretation the English version will prevail.