

7.2  Approved	<b>VILLAGE SCHOOL ASTHMA POLICY</b>
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***The school follows the advice and recommended procedures of the Asthma Foundation of Victoria and the National Asthma Council whose handbook was updated in October 2016***

## **PREAMBLE**

Village School believes that the safety of all children and adults is a community responsibility.

The school will ensure that risk minimization and prevention strategies are in place for all relevant in-school and out-of-school settings, which include (but are not limited to) the following:

- during classroom activities (including specialist and option classes);
- between classes and other breaks;
- during breaks and lunchtimes;
- before and after school; and
- special events including incursions, cultural days, class parties, excursions, sleepovers and camps.

Village School is committed to:

- providing, as far as practicable, a safe and healthy environment in which children at risk of an asthma attack can participate equally in all aspects of the children's program and experiences
- raising awareness about asthma amongst the service community and children in attendance
- actively involving the parents/guardians of each child at risk of asthma in assessing risks, developing risk minimization strategies and management strategies for their child
- ensuring each staff member and other relevant adults have adequate knowledge of asthma prevention, asthma attacks and emergency procedures
- facilitating communication to ensure the safety and wellbeing of children at risk of asthma

## **PURPOSE**

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The aim of this policy is to:

- minimize the risk of an asthma attack occurring while the child is in the care of the Village School
- ensure that staff members respond appropriately to an asthma attack by initiating appropriate treatment, using Ventolin puffers with spacers.
- raise the school community's awareness of asthma and its management through education and policy implementation

### **SCOPE**

This asthma policy will be in place whether or not there is a child diagnosed at risk of asthma enrolled at the School. It will apply to children enrolled at the School, their parents/guardians, and staff.

### **The principal should:**

- Make sure all staff are aware of the first aid procedures for asthma and provide training bi-annually for all staff, teaching and administration.
- Make all staff aware of when there is a need to contact emergency services as asthma can progress very quickly to a life-threatening stage.
- Provide yearly first aid courses and other in-house updates to ensure staff are well informed about the first aid procedures for asthma.
- Communicate the asthma policy to the parents and ensure they fully understand their role if their child suffers from asthma.
- Communicate to all staff, fulltime, part-time and sessional informing them of the children at risk.
- Make sure children suffering asthma are identified by a plan on the classroom wall as well as in the first aid room and the school's kitchen.
- Make sure that Ventolin and spacers are a part of the school's first aid equipment.

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**Staff members with asthma sufferers in their class should:**

- Make sure that information about the child's asthma plan is clearly displayed on the wall of the classroom.
- Inform sessional teachers of any children at risk of an asthma attack.
- Communicate directly with the parent about the management plan.
- Ensure that the child has access at all times to the medication. (in the case of older children, they should always have their puffer in their school bag).
- Teachers must notify the office of any asthma dosages that happen while the child is in the classroom.
- Make sure that the asthma medication leaves the school with the child or teacher during any excursions.
- Make sure that the child is not singled out or in any way embarrassed or disadvantaged as a result of their asthma in the classroom environment.
- Make sure that there is a school Ventolin and spacer available in first aid kits taken off site for excursions.

**Administration staff should:**

- Ensure all students with asthma have an up to date asthma plan clearly displayed in the school's first aid room.
- Monitor school's first aid kits so that there is always an up to date Ventolin puffer in each kit.
- Monitor children who are sent to the office during an asthma attack
- Keep records of individual children's asthma attacks and inform the parents if these become regular, which would mean that their asthma was not being managed correctly.

**The parents of asthma sufferers should:**

- Provide the school with an asthma plan, using the Victorian Asthma Foundation's pro-forma which will be updated yearly or sooner if the condition changes.
- Notify the school and the class teacher immediately of any changes in the asthma management plan.
- Ensure the child has their medication available to them personally if they are able to self-administer their medication.

The school will continue to follow the Victorian Asthma Foundation's and the National Asthma Council's advice and revise or change any procedures as recommended by the Foundation.

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