



Asthma Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact a member of the Leadership Team.

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Purpose

To ensure that Albert Park College appropriately supports students diagnosed with asthma.

Objective

To explain to Albert Park College 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, contractors and volunteers
- 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 in their lungs which react to triggers, 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 (over 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 should 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
- colds/flu
- smoke (cigarette smoke, wood smoke from open fires, burn-offs or bushfires)
- weather changes such as thunderstorms and cold, dry air



- house dust mites
- moulds
- pollens
- animals such as cats and dogs
- chemicals such as household cleaning products
- deodorants (including perfumes, after shaves, hair spray and aerosol deodorant sprays)
- food chemicals/ additives
- certain medications (including aspirin and anti-inflammatories)
- a change in emotions or stress

Asthma Management

If a student diagnosed with asthma enrolls at Albert Park College:

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. Albert Park College stores all Asthma Action Plans on Compass, with hard copies provided as needed for camps and excursions.
4. School staff may also work with parents/carers to develop a Student Health Support Plan which will include details on:
 - how the school will provide support for the student
 - identify specific strategies
 - allocate staff to assist the student.

Any Student Health Support Plan will be developed in accordance with Albert Park College's Healthcare Needs Policy.

5. If a student diagnosed with asthma is going to attend a school camp or excursion, Albert Park College parents/carers are required to provide any



updated medical information. Students must also bring their own ventolin to any school camp they attend and have it on them at all times.

6. If a student's asthma condition or treatment requirements change, parents/carers must notify the school and provide an updated Asthma Action Plan.
7. School staff will work with parents/carers to review Asthma Action Plans (and Student Health Support Plans) as required.

Student Asthma Kit

All students diagnosed with asthma are required to have their own student asthma kit at school, containing their prescribed reliever medication (labelled with the student's name) and spacer (if required). Student asthma kits can be stored at Reception if requested. Albert Park College does not maintain individual student kits but does keep spare Ventolin and spacers available. Ventolin and spacers are also provided in all first aid kits, including those taken off-site for camps, excursions, and events.

Asthma Emergency Response Plan

If a student is:

- 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 reliever, 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 as described in Steps 2 to 5



2.	<p>Give 4 separate puffs of blue or blue/grey reliever 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 reliever as above (or give 1 more dose of Bricanyl or Symbicort inhaler)
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 on Compass.</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 reliever is not available
- if they are not sure if it is asthma
- if the person is known to have anaphylaxis

Training for Staff

Albert Park College will arrange the following asthma management training for staff:

Staff	Completed by	Course	Provider	Cost	Valid for
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Group 1 General Staff	School staff with a direct teaching role with students affected by asthma or other school staff directed by the Principal after conducting a risk assessment	Asthma first aid management for education staff (non-accredited) One hour online training	Asthma Australia	Free to all schools	3 years
Group 2 Specific Staff	Staff working with high risk children with a history of severe asthma, or with direct student wellbeing responsibility, (including nurses, PE/sport teachers, first aid and school staff attending camp)	Course in the management of Asthma Risks and Emergencies in the Workplace 22556VIC (accredited)	Any RTO that has this course in their scope of practice	Paid by APC	3 years

Albert Park College 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:
 - the Asthma Emergency Kits
 - asthma medication which has been provided by parents for student use.

Albert Park College will also provide this policy to casual relief staff and volunteers who will be working with students, and may also provide a briefing if



the Principal decides it is necessary depending on the nature of the work being performed.

First Aid Kit

Albert Park College will provide and maintain at least 15 First Aid Kits. A major first aid kit will be stored at all campus receptions and others will be a mobile kit for activities such as:

- yard duty
- camps and excursions.

The First Aid 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 (Albert Park College will ensure spare spacers are available as replacements). Spacers will be stored in a dust proof container.
- Staff will record the details of an asthma first aid incident, such as the number of puffs administered, on Compass.

Albert Park College's First Aid Officer/s, as well as all staff, will monitor and maintain the First Aid 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 place 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 spaces.

The blue or blue/grey reliever medication in the First Aid 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 First Aid Kit.

Management of Confidential Medical Information

Confidential medical information provided to Albert Park College 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.

Epidemic Thunderstorm Asthma

Albert Park College will be prepared to act on the warnings and advice from the Department of Education when the risk of epidemic thunderstorm asthma is forecast as high.

Related Policies and Resources

- Asthma Australia: [Resources for schools](#)
- Policy and Advisory Library:
 - [Asthma](#)
 - [Treating an asthma attack](#)
- Related Albert Park College policies:
 - [Healthcare Needs Policy](#)
 - [First Aid Policy](#)
 - [Distribution of Medication Policy](#)



Evaluation

Policy last reviewed	September 2025
Consultation	N/A
Approved by	Principal Team
Next review date	September 2026



ASTHMA FIRST AID

Blue/Grey Reliever

Airomir, Asmol, Ventolin or Zempreon and Bricanyl

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



DIAL TRIPLE ZERO (000) FOR AN AMBULANCE IMMEDIATELY IF THE PERSON:

- is not breathing
- suddenly becomes worse or is not improving
- is having an asthma attack and a reliever is not available
- is unsure if it is asthma
- has a known allergy to food, insects or medication and has **SUDDEN BREATHING DIFFICULTY**, GIVE ADRENALINE AUTOINJECTOR FIRST (if available), even if there are no skin changes, then use a reliever

1



SIT THE PERSON UPRIGHT

- Be **calm** and reassuring
- Do **not** leave them alone

2



GIVE 4 SEPARATE PUFFS OF RELIEVER PUFFER

- Shake puffer
- Put **1 puff** into spacer
- Take **4 breaths** from spacer
 - Repeat until 4 puffs have been taken



If using **Bricanyl**, give 2 separate inhalations (5 years or older)

If you don't have a spacer handy in an emergency, take **1 puff** as you take **1 slow, deep breath** and hold breath for as long as comfortable. **Repeat** until all puffs are given

3



WAIT 4 MINUTES

- If breathing does not return to normal, give **4 more separate puffs** of reliever as above



Bricanyl: Give 1 more inhalation

IF BREATHING DOES NOT RETURN TO NORMAL

4



DIAL TRIPLE ZERO (000)

- Say '**ambulance**' and that someone is having an asthma attack
- Keep giving **4 separate puffs every 4 minutes** until emergency assistance arrives



Bricanyl: Give 1 more inhalation **every 4 minutes** until emergency assistance arrives



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