



Camperdown College

Asthma Management Policy

Rationale:

This policy has been developed to ensure that Camperdown College appropriately supports students diagnosed with asthma. It explains to Camperdown College's parents/carers, staff and students the processes and procedures in place to support students diagnosed with asthma.

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.

Definitions:

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. If asthma is well controlled, a person should only have occasional asthma symptoms.

The most common asthma symptoms are:

- breathlessness
- wheezing (a whistling noise from the chest)
- tight feeling in the chest
- persistent cough

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)
• laughter or emotions, such as stress	

If a student diagnosed with asthma enrolls at Camperdown 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. Student school photo will be used on the plan
3. Camperdown College will keep all Asthma Action Plans:
 - Office
 - Sick bay (Junior Campus)
 - With student's individual asthma kit (stored in own bag) AND with the school's mobile Asthma Emergency Kit for the relevant campus
 - Compass – attached to student's dashboard
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
5. If a student diagnosed with asthma is going to attend a school camp or excursion, parents/carers are required to provide any updated medical information.
6. If a student's asthma condition or treatment requirements change, parent/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) once a year.

Student asthma kit

All students diagnosed with asthma are required to have a student asthma kit at school which contains:

- their own prescribed reliever medication labelled with the student's name
- their spacer (if they use one)
- a copy of their Asthma Action Plan

The kit is to be stored in the student's bag and accompany the student to any off-site 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.	Sit the person upright - 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.	Give 4 separate puffs of blue or blue/grey reliever puffer:

	- Shake the puffer - Use a spacer if you have one - Put 1 puff into the spacer - Take 4 breaths from the spacer Remember – Shake, 1 puff, 4 breaths
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)
4.	If there is still no improvement call Triple Zero “000” and ask for an ambulance. - 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.	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

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

Camperdown College will arrange the following asthma management training for staff:

Staff	Completed by	Course	Provider	Cost	Valid for
Group 1 General Staff	All teaching staff and Ed Support staff with a direct student support role.	Asthma first aid management for education staff (non-accredited) One hour face-to-face or online training.	Asthma Australia	Free to all schools	3 years
Group 2 Specific Staff	- Ongoing sport/PE teachers - Sports Mentor - Secondary School Nurse - First Aid Officers (one per campus) - Additional staff members designated by principal after conducting a risk assessment	22556VIC Course in the Management of Asthma Risks and Emergencies in the Workplace.	Any RTO that has this course in their scope of practice	Paid by Camperdown College	3 years

Camperdown College will also conduct an annual briefing for ALL staff on:

- the information and procedures outlined in this policy
- the causes, symptoms and treatment of asthma
- identities of the students diagnosed with asthma
- the requirement for students to take their own asthma kit to any off-site event, including to sport
- the location of:
 - the school's Asthma Emergency Kits and students' individual Asthma Action Plans

For high-risk children with a severe history of asthma, Camperdown College will also provide this policy, and names of high risk students, 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.

Asthma Emergency Kit

Camperdown College will provide and maintain two Asthma Emergency Kits at each campus.

One kit will be kept on school premises (Junior Campus sick bay, Senior Campus office) and one will be a mobile kit for off-site activities including 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 (Camperdown College will ensure spare spacers are available as replacements). Spacers will be stored in a dust proof container.
- clear written instructions on Asthma First Aid, including:
 - how to use the medication and spacer devices
 - steps to be taken in treating an asthma attack
- A record sheet/log for recording the details of an asthma first aid incident (see Appendix C)

Nominated First Aid Officers at Junior and Senior Campus 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 are 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 Asthma Emergency Kits may be used by more than one student if used with a spacer and strict hygiene controls are applied. Devices that come into contact with someone's mouth will be discarded.

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 Camperdown 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

Communication plan

This policy will be available on the Camperdown College website so that students, parents and other members of the school community can easily access information about Camperdown College's asthma management procedures.

Epidemic Thunderstorm Asthma

Camperdown College will be prepared to act on the warnings and advice from the Department of Education and Training when the risk of epidemic thunderstorm asthma is forecast as high. Strategies to protect and support children with a Thunderstorm Asthma diagnosis should be recorded on the Student Health Support Plan.

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2025
Amended	
Approved by	Principal & School Council
Review Cycle	Annually
Next scheduled review date	February 2026

APPENDICES:

- A. Asthma Action Plan template - pale blue for use with puffer, aqua blue for use with puffer and spacer
- B. Student Health Support Plan (Asthma) template
- C. Record sheet/log for recording the details of an asthma first aid incident

APPENDIX B: STUDENT HEALTH SUPPORT PLAN (ASTHMA)

This plan outlines how the school will support the student's health care needs, based on health advice received from the student's parent/carer and medical/health practitioner. **This plan is to be completed by the principal or nominee in collaboration with the parent/carer and student.**

School: <i>Camperdown College</i>	Student's name:
Year level:	Date of birth:
Date of this plan:	Parent/emergency contact: <i>refer to Compass, ensure current</i>
Medical/Health practitioner contact:	
Asthma Action Plan provided: Yes / No	
Asthma kit provided: Yes / No	
The following <i>Student Health Support Plan</i> has been developed with my knowledge and input:	
Name of parent/carer or mature minor** student: _____ Signature: _____ Date: _____	
**Please note: Mature minor is a student who is capable of making their own decisions on a range of issues, before they reach eighteen years of age. See: Decision Making Responsibility for Students - School Policy and Advisory Guide	
Name of principal (or nominee): _____ Signature: _____ Date: _____	
Privacy Statement: The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.	

What needs to be considered?	Strategy – how will the school support the student's health care needs?	Person Responsible for ensuring the support
In addition to the information provided on the student's Asthma Action Plan, are there additional steps that need to be taken by the student at school? (This may include preventative actions relating to Thunder Storm Asthma.)		
In addition to the information provided on the student's Asthma Action Plan, are there additional steps that need to be taken by staff at school? (This may include preventative actions relating to Thunder Storm Asthma.)		
Does the student have other health conditions that require support at school?		
In addition to their own prescribed reliever medication, does the student require medication to be administered and/or stored at the School?	<i>Parent to complete permission to administer medication at school.</i>	
Are there other considerations relevant for this health support plan?		

FOR USE WITH A PUFFER

ASTHMA ACTION PLAN



ASTHMA
AUSTRALIA

VICTORIAN SCHOOLS

Student's name: _____

DOB: _____

Confirmed triggers: _____

PHOTO

- ☐ Child can self-administer if well enough
- ☐ Child needs to pre-medicate prior to exercise

ALWAYS give adrenaline autoinjector **FIRST**, and then asthma reliever puffer if someone with known asthma and allergy to food, insects or medication has **SUDDEN BREATHING DIFFICULTY** (including wheeze, persistent cough or hoarse voice) even if there are no skin symptoms.

Adrenaline autoinjector prescribed: ☐ Y ☐ N Type of adrenaline autoinjector: _____

ASTHMA FIRST AID

For Severe or Life-Threatening signs and symptoms, call for emergency assistance immediately on Triple Zero "000"
Mild to moderate symptoms do not always present before severe or life-threatening symptoms

1. Sit the person upright
Stay with the person and be calm and reassuring
2. Give _____ separate puffs of Airomir, Asmol or Ventolin
Shake the puffer before each puff
Get the person to hold their breath for about 5 seconds or as long as comfortably possible
3. Wait 4 minutes
If there is no improvement, repeat step 2
4. If there is still no improvement call emergency assistance
Dial Triple Zero "000"
Say 'ambulance' and that someone is having an asthma attack
Keep giving _____ puffs every 4 minutes until emergency assistance arrives

Commence CPR at any time if person is unresponsive and not breathing normally.

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

SIGNS AND SYMPTOMS

MILD TO MODERATE

- Minor difficulty breathing
- May have a cough
- May have a wheeze
- Other signs to look for:



SEVERE

- Cannot speak a full sentence
- Sitting hunched forward
- Tugging in of skin over chest/throat
- May have a cough or wheeze
- Obvious difficulty breathing
- Lethargic
- Sore tummy (young children)

LIFE-THREATENING

- Unable to speak or 1–2 words
- Collapsed/exhausted
- Gasping for breath
- May no longer have a cough or wheeze
- Drowsy/confused/unconscious
- Skin discolouration (blue lips)

Emergency contact name: _____

Plan prepared by Dr or Nurse Practitioner: _____

Work ph: _____

Signed: I hereby authorise medications specified on this plan to be administered according to the plan.

Home ph: _____

Date prepared: _____

Mobile ph: _____

Date of next review: _____



- Remove cap from puffer and shake well.
- Tilt the chin upward to open the airways, breathe out away from puffer.

- Place mouthpiece, between the teeth, and create a seal with lips.
- Press once firmly on puffer while breathing in slowly and deeply.
- Slip puffer out of mouth.
- Hold breath for 5 seconds or as long as comfortable.

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
- is known to have anaphylaxis. **ALWAYS GIVE ADRENALINE AUTOINJECTOR FIRST, and then Reliever even if there are no skin symptoms**

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)

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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