

ASTHMA POLICY - 2025



HELP FOR NON-ENGLISH SPEAKERS



IF YOU NEED HELP TO UNDERSTAND THE INFORMATION IN THIS POLICY, PLEASE CONTACT THE WATSONIA HEIGHTS PRIMARY SCHOOL OFFICE AT (03) 9435 4617.

PURPOSE

To ensure that Watsonia Heights Primary School appropriately supports students diagnosed with asthma.

OBJECTIVE

To explain to Watsonia Heights Primary School's 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
- Hoarse voice when talking
- 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
- smoke (cigarette smoke, wood smoke from open fires, burn-offs or bushfires)
- house dust mites
- pollens
- chemicals such as household cleaning products
- food chemicals/additives
- laughter or emotions, such as stress
- colds/flu
- weather changes such as thunderstorms and cold, dry air
- moulds
- animals such as cats and dogs
- deodorants (including perfumes, after-shaves, hair spray and aerosol deodorant sprays)
- certain medications (including aspirin and anti-inflammatories)

Asthma management

If a student diagnosed with asthma enrolls at Watsonia Heights Primary School:

1. Parents/carers must provide the school with an Asthma Action Plan which has been completed by the student's medical practitioner. The up-to-date 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 Plan.
3. Watsonia Heights Primary School will keep all Asthma Plans:
 - In the staffroom and First Aid Room/Office
 - With each student's asthma medication kit in their classroom, located on the hooks just inside the classroom door in a labelled calico bag.
4. School staff may also work with parents/carers to develop a [Asthma Care Plan or 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, the student's parents/carers are required to provide any updated medical information and relevant medication.
6. If a student's asthma condition or treatment requirements change, parents/carers must notify the school and provide an updated Asthma Plan.
7. School staff will work with parents/carers to review Asthma Plans (and Student Health Support Plans) once per year. Notifications for the review of each student's asthma plan will be recorded in Cases on Compass, along with their medication expiry dates.

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 within date
- their spacer (if they use one) labelled
- their plan within date signed by their medical practitioner

Student asthma kits will be stored in the child’s classroom, hanging from a hook on the wall just inside the classroom door in a labelled calico bag.

These calico bags will be taken to all specialist classes/when moving from the classroom, on all off-site for excursions / camps. If these have not been provided to the school, students will not be permitted to leave the school grounds for these excursions / camps.

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 <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 Care 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.	<ul style="list-style-type: none"> ● Shake the blue/grey reliever puffer. ● Give 4 separate puffs of the blue/grey reliever puffer. ● Remember - shake, 1 puff, 4 breaths.
3.	Wait 4 minutes <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.	If there is still no improvement call Triple Zero “000” and ask for an ambulance. <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.	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 as a Chronicle on Compass.

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

Watsonia Heights Primary School will arrange the following asthma management training for staff:

Staff	Completed by	Course	Provider	Cost	Valid for
General Staff	School staff with a direct teaching or support 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 as part of First Aid Training	Any RTO that has this course in their scope of practice	Paid by Watsonia Heights Primary School	3 years

Watsonia Heights Primary School will also conduct an annual briefing for staff to ensure staff are aware which students have asthma and are properly aware of asthma management procedures.

- 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.

Watsonia Heights Primary School 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.

Asthma Emergency Kit

Watsonia Heights Primary School will provide and maintain at least four Asthma Emergency Kits, and spare Ventolin puffers & spacers in each of the 7 Red First Aid Backpacks. two blue Asthma Emergency Kits will be kept on school premises in the First Aid room, one located in the BER building, one located in Block B and two will be mobile kits for activities such as:

- Offsite activities
- Camps
- Excursions

The Asthma Emergency Kit (light blue bum bag) 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 (Watsonia Heights Primary School will ensure spare spacers are available as replacements). Spacers are individually wrapped.
- 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
 - The details of an asthma first aid incident, such as the number of puffs administered will be logged on the child's Compass profile as a 'Sick Bay Chronicle'.

First Aid team 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

All Staff are responsible to ensure the following:

- replace single use spacers in the Kits after each use (located in First Aid Room)
- dispose of any previously used spacers.
- Advise First Aid team if Ventolin needs replacing.

The blue or blue/grey reliever medication in the Asthma Emergency Kits & Red First Aid Back Packs 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 Watsonia Heights Primary School to support a student diagnosed with asthma will be:

- recorded on the student's file
- shared with all relevant staff, via a Chronicle/Medical Alert on Compass, so that they are able to properly support students diagnosed with asthma and respond appropriately if necessary.

Communication plan

This policy will be communicated to our school community in the following ways:

- Available on Watsonia Heights Primary School's website so that parents and other members of the school community can easily access information about Watsonia Heights Primary School's asthma management procedures.
- Blank Asthma Action Plans are available to the WHPS community on Compass under School Resources.
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings

Epidemic Thunderstorm Asthma

Watsonia Heights Primary School 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.

- Asthma Foundation Victoria: [Resources for schools](#)
- School Policy and Advisory Guide:
 - [Asthma](#)
 - [Asthma Attacks: Treatment](#)
 - [Asthma Emergency Kits](#)

REVIEW CYCLE AND EVALUATION

Policy last reviewed	October 2025
Approved by	Principal – Tony Ryan
Next scheduled review date	October 2026