



Communication to all staff

- staff must be trained and **briefed twice** per calendar year.
- All staff will be briefed regularly on asthma by the College Nurse.
- The College's Asthma Briefing covers:
 - legal requirements
 - Asthma Management Policy
 - where to find lists of students diagnosed with asthma, their triggers, risk management plans and

Responding to Asthma

Classrooms

In the event of an asthma attack in the classroom, the teacher is to **immediately** implement the student's Asthma Action Plan and:

- Reassure the student and remain with them.
- Locate the student's reliever medication and Asthma Action Plan.
- Remove other students. Other staff may be required to assist with this.
- Sit the student upright.
- Assist the student to take their medication according to their plan.
- If no improvement or severe symptoms progress call **000 for an Ambulance**. More medication may be administered every 4 minutes thereafter.
- Notify the College Reception/College Nurse that an asthma attack is occurring.
- They will contact the student's parent/guardian or emergency contact and Principal and inform them of the situation.
- If a student self-administers their reliever medication, one staff member should supervise and monitor the student, and another should call an ambulance 000. An Asthma Emergency Kit for general use should also be retrieved and brought to the site of the asthma attack.
- If a student who ordinarily self-administers their reliever medication is not physically able to do so due to the effects of an asthma attack, a staff member must administer the reliever medication following the procedures outlined here.

If a student experiences a first-time asthma attack, the following emergency care should be given:

- Locate the administering reliever medication from the Asthma Emergency Kit and implement the Australia Asthma First Aid Action Plan.
- Notify the College Reception/College Nurse that an asthma attack is occurring.
- They will contact the student's parent/guardian or emergency contact and Principal and inform them of the situation.

Yard

Yard duty staff members will not leave a student who is experiencing an asthma attack unattended. The yard duty staff member will:

- Reassure the student and remain with them.
- A staff member on duty to send two responsible students from the yard to the College Reception/Health Centre with the student's name and the College

Post-Incident Action

Post incident staff members involved will adhere to the following process:

- Complete of an Incident Report including full details of what occurred via Policy Connect.
- Collection of the student's personal effects (if the student is transported by ambulance and does not have them) for return to school.
- Debrief with students directly involved as witnesses to the event.
- Debrief of staff involved.
- Communicate with the Principal and members of the Leadership Team re the incident, actions taken and outcomes.
- Brief parents/carers what occurred and suggest that they seek medical advice.
- Implement updated risk prevention strategies (where applicable).