



Asthma Management

Appendix 1: School Procedures

Asthma Action Plans and Asthma Management Plans

The First Aid Officer and Principal are responsible for the Asthma Action Plans and Asthma Management.

Asthma Action Plans are located in individual Learner's First Aid bags located in the First Aid cupboard in the Administration Office, in the staff room, staff toilet area and Kitchen.

During school camps and excursions, each Learner's First Aid bag is stored in the school First Aid bag.

Asthma Action Plans are reviewed twice yearly in line with the Anaphylaxis Management Plan.

Register of Students with Medical Conditions

The Administration Officer / First Aid Officer is responsible for the register of Learners with medical conditions. These are listed on the enrolment forms at the beginning of the year.

During the Transition period for those Learners from Preschool, the Principal meets with parents to discuss any medical conditions to support the Learner.

All staff are informed of Learner's medical conditions through the Staff Handbook, the weekly Staff Communication page and Staff briefings. Emergency teachers are provided with an induction prior to the commencement of the day to inform them of Learner's medical conditions.

Medication Storage

Learner's own medication is stored with the First Aid Officer or in the staff room fridge as needed. All medication is labelled with the Learner's name and directions for administering.

In the event of an Emergency all Learners have emergency contact details. These are stored in the Administration Office. During school camps and excursions, all Learners must have a signed permission form to attend the event including medical needs or conditions.

Management of Confidential Medical Information

Learner's Medical information is stored in the Administration Office in a locked filing cabinet. Each year this information is updated at the beginning of the year. Parents are advised through the newsletter to update these forms should conditions change.

Emergency Response

Incidents either onsite or during camps or excursions are documented on paper initially, which is sent home to parents that same day. This information is then stored digitally on SIMON. While on camps or excursions this same process will apply with parents contacted via phone to alert them to the concern.

Communication Plan

Learners will be informed of the emergency by a verbal alert from staff. Staff, parents, guardians and/or carers and other members of the community will be informed of an emergency via phone or email contact.

Information regarding emergency responses are included on individual Learner's Action plans including emergency contact numbers. This information is also included in the Learner's permission form if attending an excursion or camp.