



Asthma Policy

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Help for non-English Speakers



If you need help to understand the information in this policy, please contact the school office by phoning 03 9782 1333 or emailing Banyan.Fields.PS@education.vic.gov.au

Purpose

To ensure that Banyan Fields Primary School appropriately supports students diagnosed with asthma.

Objective

To explain to Banyan Fields Primary School 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, canteen operators and volunteers
- All students who have been diagnosed with asthma, or who may require emergency treatment for asthma, and their parents and carers

Alignment with School Values

This policy aligns with our school values as follows:

Tenacity	We maintain up-to-date and comprehensive staff training in asthma management to ensure all staff are confident in recognising and responding to symptoms. Individual Asthma Action Plans are regularly reviewed and updated in partnership with families to reflect current medical advice. Staff routinely rehearse and refine emergency response procedures to ensure a high level of preparedness in all situations.	
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<p>Equity</p>	<p>We develop and implement individualised Asthma Action Plans tailored to each student’s specific needs and circumstances. Adjustments are made to physical activity, environmental conditions, excursions, and classroom practices to ensure both safety and equitable access to learning. Through these supports, all students are enabled to participate fully and safely in all school experiences.</p>	
<p>Synergy</p>	<p>Staff, families and healthcare providers engage in clear, ongoing communication to support consistent and informed care. We work collaboratively to monitor triggers and respond promptly and effectively to symptoms and emergencies. Students are also supported to build awareness of asthma and take shared responsibility for their own and others’ safety and wellbeing.</p>	
<p>Stewardship</p>	<p>We actively manage environmental triggers across all school settings, including dusk, pollen, smoke, and conditions related to physical activity. Reliever medication and asthma kits are maintained, clearly accessible, and ready for immediate use at all times. We foster a culture of awareness, responsibility, and care to ensure a safe and supportive environment for all individuals with asthma.</p>	

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 and 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

Individual Asthma Management

If a student diagnosed with asthma enrolls at Banyan Fields 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 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. A photo of the student provided by the parent/carer or school is included as part of the student's Asthma Action Plan to help identification.
3. Banyan Fields Primary School keeps all Asthma Action Plans in sick bay
4. A student with an Asthma Action Plan only requires a Student Health Support Plan if their asthma is **not** well-controlled, and needs individualised medical or health-related supervision, care or adjustments at school. School staff will 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 Banyan Fields Primary School's [Health Care Needs Policy](#).





5. If a student diagnosed with asthma is going to attend a school camp or excursion, Banyan Fields Primary School 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. Once a year, school staff will review Asthma Action Plans (and if relevant, Student Health Support Plans) and communicate with the parents/carers to:
 - if available, provide updated medical or health advice
 - review and provide written confirmation that the Asthma Action Plan is still current.

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)

Student asthma kits are stored in sick bay.

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 Asthma 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><u>Remember: Shake, 1 puff, 4 breaths</u></p>



Step	Action
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 in EduSafe Plus

Staff will call Triple Zero ‘000’ immediately if:

- The student is not breathing
- The student is having a severe or life-threatening attack (reliever medication is not working at all; cannot speak a full sentence; extreme difficulty breathing; feeling asthma is out of control; lips turning blue)
- The student is having an asthma attack, and a reliever is not available
- The student is known to have anaphylaxis – staff will follow their Anaphylaxis Action Plan then give asthma first aid
- At any time the student’s condition suddenly worsens or is not improving
- Staff are otherwise concerned about the student’s health and safety

Training for Staff

Banyan Fields Primary School arranges the asthma management training for staff listed overleaf.

Staff	Completed by	Course	Provider	Cost	Valid for
Group 1 General Staff	School staff with a direct role with students affected by asthma or other school staff directed by the principal after conducting a risk assessment	Asthma First Aid for Schools (non-accredited) One hour online training	Asthma Australia	Free to all schools	3 years
Group 2 Targetted Staff	Staff working with high risk children with a history of severe asthma, or with direct student wellbeing responsibility (such as nurses, first aid officers, camp organisers) or in high-risk teaching areas (such as PE/sport, home economics or cooking teachers)	<i>Course in the Management of Asthma Risks and Emergencies in the Workplace 22556VIC</i> (accredited)	Any RTO that has this course in their scope of practice	Paid by Banyan Fields Primary School	3 years

Banyan Fields Primary School also conducts 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 that has been provided by parents and carers for student use

Banyan Fields Primary School also provides 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

Banyan Fields Primary School provides and maintains at least two asthma emergency kits. One kit is kept on school premises in Sick Bay, and one is a mobile kit for activities such as:

- Yard duty
- Camps and excursions



Banyan Fields Primary School provides and maintains an additional kit for every 300 students. Additional kits are stored in the following locations:

- Emergency Evacuation Bag
- Medication Cupboard (x2)
- Gym Office
- Sports Hall Red First Aid Bag (Sports Trolley)
- STEAM Staffroom
- Excursion Big Red First Aid Bags #1, #2, #3, #4 and #6
- Excursion Small Red First Aid Bags #1, #2, #3

The Asthma Emergency Kit contains:

- At least 1 blue or blue/grey reliever medication such as Airomir, Asmol 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 (Banyan Fields Primary School ensures spare spacers are available as replacements). Spacers are 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 to record](#) when kit contents have been used to support kit maintenance, such as the number of puffs administered

Lisa Rolfe, with the support of Assistant Principal, Sharleen Nason, monitors and maintains the Asthma Emergency Kits. They:

- 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 in if they have expired or are low on doses
- Replaces spacers in the kits after each use (spacers are single-person use only)
- Dispose of any previously used spacers

The blue or blue/grey reliever medication in the Asthma Emergency Kits may be used by more than one student as long as they are use 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 and 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 Banyan Fields Primary School to support a student diagnosed with asthma is:

- 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

Banyan Fields Primary School will be prepared to act on the warnings and advice from the Department of Education when the risk of epidemic thunderstorm asthma forecast is high.

Communication Plan

- This policy will be publicly available on Banyan Fields Primary School's website so that parents and other members of the school community can easily access information about Banyan Fields Primary School's asthma management procedures
- This policy will be available to all staff, and referenced in the staff handbook and annual induction processes
- This policy will be presented to all staff during the 6-monthly medical briefings
- Staff who work directly with a student with asthma will be fully briefed on the individual plan in place for the student
- This policy will be included in the annual induction processes for volunteers, contractors and casual relief teachers

Further Information and Resources

- Asthma Australia: [Resources for schools](#)
- Asthma Australia: [Asthma emergency kits](#)
- Policy and Advisory Library:
 - [Asthma](#)
 - [Treating an asthma attack](#)
- [Banyan Fields Primary School](#)
 - Administration of Medication Policy
 - First Aid Policy
 - Health Care Needs Policy
 - Anaphylaxis Policy





Policy Review and Approval

Policy last reviewed	Term 2, 2026
Approve by	Principal
Next scheduled review date	Term 2, 2027





Student Health Support Plan

This plan is to be completed by the principal or nominee in collaboration with the parent/carer and student. The plan's actions and adjustments can be updated as often as needed, in line with written health advice from the student's treating health team.

Student			Year level	
What health advice has been provided to the school	<input type="checkbox"/>	General Medical Advice Form	<input type="checkbox"/>	Functional Needs Medical Advice Form
	<input type="checkbox"/>	Medication Authority Form	<input type="checkbox"/>	Asthma Action Plan – complex or poorly-controlled asthma
	<input type="checkbox"/>	Diabetes Action Plan	<input type="checkbox"/>	Other (record below)
	<input type="checkbox"/>		<input type="checkbox"/>	
What is the student's diagnosed health condition(s)?				
Please list any other individual student plans to support their curriculum and learning, behaviour, or attendance:				





School	Banyan Fields Primary School		
School Contact		Email Address	
Date of Plan		Review Date	

How will the school support the student's health care needs?

	Goals for student health and care needs	Actions and adjustments at school
Communication	Communication between school staff, family and student is clear, consistent, timely and respectful.	<i>Describe how parents/carers will communicate with school staff and how school staff will communicate with parents/carers (for example, phone or email; student management system; regular multidisciplinary meetings).</i>
	Accurate health information is given to school staff so that care is delivered in a clear, safe and timely way.	<i>With permission of the parent/carer, consider direct contact with the treating team if required. Consider communication needs, such as English as an additional language or disability.</i>
First aid and emergency medication	First aid and emergency care is delivered by school staff within their skill, expertise and training.	School staff will follow the first aid procedure in [Name of Student's] health advice/plan. <i>Describe how relevant school staff will be informed about the student's individual first aid response.</i>
	[Name of student] will receive individual emergency care other than basic first aid.	<i>Describe where and how the student's emergency first aid kit or emergency medication is stored, clearly marked and accessible in event of emergency. List key staff who receive additional training or reference a local school register of staff training.</i>
	[Name of student]'s individual first aid kit and emergency medication is labelled and stored in a secure manner that is quickly accessible in an emergency or evacuation.	<i>If necessary, describe contingencies (while awaiting school staff to receive training), to facilitate attendance at school.</i>
Routine health care needs and medication	Medication is administered according to the attached [Medication Authority Form, other action or management plan]	School staff will administer medication according to the attached [Medication



	<p>[Name of student] will learn to:</p> <ul style="list-style-type: none"> List goals to a student managing their health condition, for example: independently take their own medicine; check their blood glucose level under supervision 	<p>Authority Form; other action or management plan]</p> <p>Describe where the medication log will be kept.</p> <p>Consider if supports align with assigned staff duties, the scope of their position or need other training, including medication administration.</p> <p>List key staff who receive additional training, and/or reference a local school register of staff training.</p> <p>Describe contingencies (whilst awaiting school staff to receive training), to facilitate attendance at school.</p> <p>Describe any reasonable adjustments to address student care preferences about privacy, confidentiality or comfort.</p>
<p>Complex or personal care support needs</p>	<p>[Name of student] has:</p> <ul style="list-style-type: none"> For example: a nasogastric, gastrostomy tube, stoma, tracheostomy, oxygen therapy For example: a frame, power chair, hoist 	<p>School staff will provide care and support according to the attached [General Medical Advice Form; Functional Needs Medical Advice Form; Toileting Care and Learning Plan; etc.]</p> <p>List key staff who receive additional training, or reference a local school register of staff training.</p> <p>Describe any reasonable adjustments to address the student's personal care support needs, including responsible staff, staff training, facilities and resources.</p> <p>Describe any student and family preferences about privacy, confidentiality and comfort aligned to your school's <u>Child Safety and Wellbeing</u> policy.</p> <p>Further information on available supports may be found at the <u>Health Care Needs</u> policy.</p>
	<p>[Name of student] will</p> <ul style="list-style-type: none"> For example: be able to take part in school safety while they are toilet training in a nappy For example: eat and drink under supervision to prevent choking or aspiration For example: transfer safely to and from a chair with support and equipment For example: have a clear and clean tracheostomy and airway with suction and saline For example: have good skin care and pressure area prevention 	
<p>Facilities and infrastructure</p>	<p>The school's facilities support the student's participation at school</p>	<p>Describe actions or adjustments to ensure a first aid room/sick bay, classroom, or other facility, is resourced to meet the student's health care needs.</p> <p>Schools can discuss possible funding and provision for reasonable adjustments and technical modifications for students with disability with their <u>regional Disability Coordinator</u>.</p>
<p>Visiting health, wellbeing and inclusion workforces</p>	<p>The school can accommodate the student's visiting [nurse, physiotherapy, other allied health worker] to deliver care</p>	<p>Detail who the worker is, the contact staff member and how, when and where they will provide support.</p> <p>Describe how the school provides a facility or other adjustments which enables the provision of the health service.</p>
<p>Participation in camps, excursions and other activities</p>	<p>The student can safely participate in camps, excursions and other activities</p>	<p>Describe actions and supervision for excursions, camps and specific educational programs or activities.</p> <p>For example, describe minimising risks during swimming or other sports, camps and excursions, or adventure activities.</p>
<p>Other considerations</p>		<p>Consider whether an <i>Individual Education Plan</i> is required for students who may need time away from school or have other learning needs.</p> <p>For example, in relation to behaviour, describe special permission to leave group activities as needed.</p>



Privacy and Information Sharing

Banyan Fields Primary School is collecting this personal information to plan and support the health care needs of the student detailed in this form. Without this information, the quality of the health support provided may be affected. This information may be disclosed to relevant school and staff and appropriate medical personnel, including those providing health support as well as emergency personnel, where appropriate, staff that need to provide required technical system assistance to access the information. Information may also be disclosed where authorised or required by law. Any staff that need to know in accordance with the Department's Privacy Policy may also access your child's personal information.

Your information will be handled in accordance with this Privacy Notice or where authorised or permitted by law. All information will be handled in accordance with Victorian privacy law and the Department's Privacy and Records Management policies.

You can request access to the personal information that we hold about you or your child and to request that it is corrected. Please contact the school directly or Freedom of Information Unit on 03 9637 2670.

Acknowledgements

- This Student Health Support Plan has been developed with my knowledge and input
- I confirm that the health advice provided is the most current health advice available
- I agree for my child's health information to be handled in accordance with the Privacy information shared in this form
- I understand that school staff assisting in my child's wellbeing can only contact the medical/health practitioner(s) named in this form or supporting documents with my consent if needed for the purposes of providing appropriate wellbeing support outlined in this form, unless required or authorised by law.

Name of Parent/Carer			
Signature		Date	
Name of Parent/Carer			
Signature		Date	

The following people will be provided with a copy of the completed plan:

Name	Email Address





Record Sheet

This form is to be used by staff to record use of this kit. It is in addition to the first aid log required by worksite policies.

This log should be completed whenever the kit is used and kept with the kit until it needs to be replaced.

Completed forms should be stored with the school's first aid log.

Important: check medication expiry date.

Date	Time	Name of Person Being Treated	Describe Presentation	Action Taken	Puffer Count <i>(down from 200)</i>	Logged on Compass?	Emergency Contact Notified?	Name of Person Making Entry

Asthma First Aid

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)**

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 separate puffs have been taken

 If using **Bricanyl** (5 years or older)

- Do not shake. Open, twist around and back, and take a deep breath in
- Repeat until 2 separate inhalations have been taken

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



ASTHMA AUSTRALIA

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