

POLICY - May 2020



LILYDALE HEIGHTS
COLLEGE

Asthma Communication Plan

Reviewed: Annually

Child Safe Standards

Victorian government schools are child safe environments. Lilydale Heights College actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/chilsafestandards.aspx>

- *Appendix to Asthma Management Policy*
- This plan should be read in conjunction with the College's Asthma Management Policy.

Purpose of the plan

To ensure all persons associated with the college are aware of the procedures for risk and emergency management at school or outside school on school related activities.

Implementation: Expectations of enrolling parents

At the time of enrolment or (if later) diagnosis, the Assistant Principal, Learning Leader and First Aid Coordinator will familiarize themselves with the medical needs of a student with asthma. It is expected that parents will advise the school without delay when a student is diagnosed by a medical practitioner as being asthmatic.

Publication

The Lilydale Heights College Asthma Management Policy and Communication Plan will be published on the School's website and Learning Management System in the staff handbook. CRTs will be made aware of the Plan and actions to take in case of an asthma emergency through the CRT manual handed to each CRT on their entry to the college.

Communication to all Staff

All staff will be briefed at least once a year and updated as required during the year, including new staff on commencement. All school staff will participate in "Asthma first aid management for education staff" online training and other designated staff will complete an accredited Emergency Asthma Management Course.

Communication to all Students

Raise awareness to students through posters around the school and in the Newsletter and education about asthma and the use of aerosol.

Communication to Parents and the Community

Regular communication with parents of students with Asthma and raise awareness through the College newsletter.

Casual relief teacher (CRT) / Non staff Volunteer / Sport or other Activities leader or support

Asthma information will be included in the manual provided to all Relieving/Volunteer staff regarding students by the Daily Program Officer at the beginning of the applicable visit/ employment.

Post-incident Action

It is expected that after an incident has occurred and has been resolved, that staff members involved will engage in the following activities:

- Completion of an Incident / Accident Report form including full details of the event and what occurred;
- Collection of the student's personal effects (if he 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;
- Communication with the Principal and Assistant as appropriate regarding the particulars of the incident, actions taken and outcomes;
- the Principal and Assistant to discuss with parents (later) what occurred and ask them to seek medical advice on how it may be prevented in future;
- Principal, Assistant and First Aid Coordinator to review the student's Asthma Action Plan;
- Implement updated risk prevention strategies (where applicable).

Evaluation:

This policy will be reviewed as part of the College's annual review cycle.

This policy was last ratified by Policy & Planning in....	May 2020
This policy was last ratified by School Council in....	May 2020

Policy Tracking Sheet

1. DATE NAME SIGNATURE Policy review or writing initiated by Curriculum Committee or by Council
2. Writing or review of a policy designated to appropriate staff member(s) by Curriculum Committee
3. Writers will use Standard template for all policies including a tracking sheet to ensure Policy is recorded as updated at end of process
4. Policy written or reviewed and returned to Curriculum Coordinator
5. Curriculum Coordinator ensures Policy stakeholders read and feedback on policy parameters using feedback sheet
6. Curriculum Coordinator returns feedback to writer who reviews comments and redrafts policy
7. Writer refers revised draft policy to Curriculum Committee through the Curriculum Coordinator for final assessment
8. Finalised Draft is stored in LHC folder on U drive by nominated ES staff member at request of Curriculum Coordinator
9. Once finalised, policy is referred by Curriculum Committee to College Council
10. Once Policy is signed off by council, policy is returned by council secretary to curriculum coordinator and updated to LHC folder as final and older versions removed from the LHC folder on U drive by nominated ES staff member at the request of Curriculum Coordinator
11. Policy is printed and hard Copy is placed in Policy file in Central File by ES staff member
12. ES staff member removes previous version is from Policy Central File, scans it and archives it in a designated electronic archive file.