

VCE Asthma Management Policy and Procedures



Help for non-English speakers

If you need help to understand this policy, please contact info@ae.edu.au.

1.0 Rationale

This policy provides guidance on the effective management of asthma within the Acknowledge Education (Stott's College) VCE department. It aims to ensure that students with asthma are supported to participate fully and safely in VCE classes, assessments, examinations, excursions, and all related school activities, while minimising the risk of asthma episodes and complications.

2.0 Scope

This policy applies to:

- all VCE teachers, including casual and relief teachers, support staff, volunteers and visitors
- all students who have been diagnosed with asthma or who may require emergency treatment for asthma and their parents/carers.

3.0 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
- 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

Asthma management

If a student diagnosed with asthma enrolls at Stott's College:

1. Parents/carers must provide the school with an [Asthma Care Plan](#) which has been completed by the student's medical practitioner. The plan must be provided to the school as soon as practicable after the child is enrolled, and where possible, before the student's first day. If an existing student is newly diagnosed with Asthma, the care plan must be provided to the School as soon as possible. The Asthma Care 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 Care Plan.
3. Stott's College will keep all Asthma Care Plans:
 - Within the students' files on the SMS.
4. School staff may also 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 Portland Secondary College's (Must Street & Victoria Parade campuses) Health Care Needs Policy.

If a student diagnosed with asthma attends a school camp or excursion, Stott's College parents/carers are required to provide any updated medical information upon giving consent

to attend.

5. If a student's asthma condition or treatment requirements change, parent/carers must notify the school and provide an updated Asthma Care Plan as soon as possible.
6. School staff will work with parents/carers to review Asthma Care Plans (and Student Health Support Plans) once a year.

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)

Students will be required to keep their asthma kits with them while at school.

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.	Give 4 separate puffs of blue or blue/grey reliever puffer: <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 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.	<p>If there is still no improvement call Triple Zero “000” and ask for an ambulance.</p> <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.	<p>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.</p>

Staff will call Triple Zero “000” immediately if:

- the person is not breathing
- the person’s asthma suddenly becomes worse or is not improving
- the person is having an asthma attack and a reliever is not available
- they are not sure if it is asthma
- the person is known to have anaphylaxis

Training for staff

Stott’s College will arrange the following asthma management training for staff:

- Recognising asthma symptoms and attacks
- Administering reliever medication
- Correct use of spacers
- Supporting students during high-stress periods (e.g., exams, SACs)
- Communicating effectively with students and parents/carers

Stott’s College will also conduct an annual briefing for all permanent staff on:

- the procedures outlined in this policy
- the causes, symptoms and treatment of asthma
- how to use a puffer and spacer

Stott’s College 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 Excursion Kit

Stott’s will ensure that all first aid kits to be taken off campus contain asthma medication and spacers.

Management of confidential medical information

Confidential medical information provided to Stott’s College to support a student diagnosed with asthma will be:

- 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.

4.0 Communication

Communication of this policy and procedures is outlined in the associated VCE-PLA-14 Anaphylaxis Communication Plan. This Plan outlines the procedures by which the School will communicate information about anaphylaxis and the School's Anaphylaxis Management Policy and Procedures to all staff, including volunteers and casual relief staff, as well as to students and parents. It also sets out the actions to be taken in response to an anaphylactic reaction involving a student in the School's care. The Chief Executive Officer (CEO) is responsible for ensuring that this Communication Plan is developed, implemented, and maintained to effectively inform the school community.

5.0 Policy Review

This policy will be reviewed:

- Every two years
- After any anaphylaxis incident
- When guidelines or legislation changes

6.0 Related Documents

- Vic Government [Asthma resources for schools](#)
- Asthma Foundation Victoria: [Resources for schools](#)

Related Stott's policies:

- VCE-POL-10 First Aid Policy
- VCE-POL-04 Anaphylaxis Management Policy and Procedures
- VCE-POL-09 Excursions Policy
- VCE-POL-12 Medication Management Policy
- VCE-PLA-14 Anaphylaxis Communication Plan

7.0 Document Information

Document Name	Asthma Management Policy and Procedures
Document Number	VCE-POL-11
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Next Review Date	18/12/2027 (2 years)
Policy Advisor	Head of School, VCE Coordinator, Homestay Coordinator, Head of Quality and Risk
Approving Authority	Board of Directors

8.0 Change Log

Date	Version	By	Notes
13/12/2025	1.0	HQR	Stott's College has undertaken a comprehensive policy review and reset to ensure all policies and procedures are purpose-built for the school and under-18 context and aligned with applicable regulatory requirements, with existing materials consolidated, enhanced, or formalised as necessary.
			Updated communication section to reference the associated VCE-PLA-14 Anaphylaxis Communication Plan.