

Asthma Communication Plan 2026/27



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 9481 5577.

Staff Responsibilities:

1. Staff to be familiar with students across the school with Asthma.
2. Up to-date photos and information on staff board, in classrooms and in class rolls.
3. Asthma kits and Asthma Australia Asthma Action Plans are located in the first aid room at Brooke Street for Prep to Year 2 and in first aid boxes in each class at Clarke Street for Years 3-6. The school maintains a generic Ventolin and spacer in each classroom, in first aid room, gym office and OSHC.
4. It is imperative that Ventolin be administered as soon as signs of asthma are recognised. Always call an ambulance as soon as possible (000) if symptom do not improve.
5. All staff are authorised to call for an ambulance on 000, triple zero. Provide correct site address ie. Westgarth Primary School, student on site at either 37-45 Brooke Street or 311 Clarke Street Northcote.
6. Discuss students requirements with your class should a student in your class have an asthma attack in the playground. Including the reason why a whistle is being used to gain medical assistance.
7. Ensure that all risk registers contain an asthma risk assessment.
8. If an asthma attack occurs within a teaching and learning space buddy staff support each other until additional staff arrive.
9. Have regular communication with parents of student with asthma to address any concerns.
10. Ensure that the Kitchen Garden and OSHC staff are aware of any student who has asthma.
11. School staff should only use another student's Ventolin if the generic Ventolin is not available and it is an emergency.

On Yard Duty

1. Be on time, vigilant and wear your high visibility vest for easy identification with whistle attached.
2. It is imperative that the Ventolin be administered as soon as signs of asthma are recognised.
3. Carry your mobile phone if possible to request immediate assistance from leadership or office staff. Call for assistance, this may also require sending students on Clarke Street to alert another staff member.
4. Staff will complete an Asthma Medication Parent/Carer Notification slip after ventolin has been administered and/or send a first aid notification to parent/carers via compass.

Out of School Environment – Excursions & Camps

1. Each excursion or camp requires a risk assessment for each student attending who is at risk of asthma.
2. Employ St John's First Aid trained staff to attend all camps.
3. Trained staff must attend each event with appropriate methods of communication discussed.

4. Location of asthma kits must be communicated. Who will carry them? Whereabouts of second kit.
5. It is imperative that Ventolin be administered as soon as signs of asthma are recognised.
6. Provide correct site address details and monitor.
7. Always call an ambulance as soon as possible if symptoms do not improve. When using a standard phone call 000 (triple zero) for an ambulance. If calling from a mobile phone which is out of range call 112.