



6th February, 2024

Dear Parents

## SCHOOL ASTHMA MANAGEMENT PLAN

We are pleased to inform you that this school takes its responsibilities to students with asthma very seriously.

Asthma is a condition that can be serious and may require emergency treatment while at school. It is important therefore, to have up to date information about the management of your child's asthma.

Attached to this letter is a School Asthma Management Plan that we request you complete **(in consultation with and signed by your child's Medical Practitioner)**.

The attached management plan outlines the Victorian Schools' Asthma Policy for Emergency Treatment of an Asthma Attack, that must be followed in all Victorian Government schools and is recommended as best practice in all other schools. If, however, your child's emergency treatment differs from this, there is space on the plan for a preferred treatment, but this must be signed by a qualified, practising Medical Practitioner. This management form should be updated ANNUALLY or whenever the student's asthma or asthma medications change significantly.

If there is no management form provided by you for your child's asthma management, the school staff will use the standard asthma first aid as detailed in the Schools Asthma Policy if your child has been known to have asthma or is having difficulty breathing.

The school also reserves the right to call an ambulance for any child they consider to be having an asthma attack or if a child is having difficulty breathing. Please ensure your child is covered by ambulance cover if you do not have a health care card.

For further information about asthma management contact Asthma Victoria on 9326 7088 or toll free number 1800 645 130 or [www.asthma.org.au](http://www.asthma.org.au).

Please help us to responsibly care for your child while at school by completing and returning the attached plan as soon as possible. If you have any queries regarding this please don't hesitate to contact Chris Davies in the Office.

Thank you for your co-operation in this matter.

Yours sincerely

Samantha Cooke  
Principal

# ASTHMA ACTION PLAN

Take this ASTHMA ACTION PLAN with you when you visit your doctor

**NAME** .....

**DATE** .....

**NEXT ASTHMA CHECK-UP DUE** .....

## DOCTOR'S CONTACT DETAILS

## EMERGENCY CONTACT DETAILS

**Name** .....

**Phone** .....

**Relationship** .....



## WHEN WELL

*Asthma under control (almost no symptoms)*

ALWAYS CARRY YOUR RELIEVER WITH YOU

**Your preventer is:** .....  
(NAME & STRENGTH)

Take ..... puffs/tablets ..... times every day  
☐ Use a spacer with your inhaler

**Your reliever is:** .....  
(NAME)

Take ..... puffs .....

When: You have symptoms like wheezing, coughing or shortness of breath

☐ Use a spacer with your inhaler

Peak flow\* (if used) above:

### OTHER INSTRUCTIONS

(e.g. other medicines, trigger avoidance, what to do before exercise)



## WHEN NOT WELL

*Asthma getting worse (needing more reliever than usual, having more symptoms than usual, waking up with asthma, asthma is interfering with usual activities)*

**Keep taking preventer:** .....  
(NAME & STRENGTH)

Take ..... puffs/tablets ..... times every day

☐ Use a spacer with your inhaler

**Your reliever is:** .....  
(NAME)

Take ..... puffs .....

☐ Use a spacer with your inhaler

Peak flow\* (if used) between ..... and .....

### OTHER INSTRUCTIONS

(e.g. other medicines, when to stop taking extra medicines)

☐ Contact your doctor



## IF SYMPTOMS GET WORSE

*Severe asthma flare-up/attack (needing reliever again within 3 hours, increasing difficulty breathing, waking often at night with asthma symptoms)*

**Keep taking preventer:** .....  
(NAME & STRENGTH)

Take ..... puffs/tablets ..... times every day

☐ Use a spacer with your inhaler

**Your reliever is:** .....  
(NAME)

Take ..... puffs .....

☐ Use a spacer with your inhaler

Peak flow\* (if used) between ..... and .....

### OTHER INSTRUCTIONS

(e.g. other medicines, when to stop taking extra medicines)

Prednisolone/prednisone:

Take ..... each morning for ..... days

☒ Contact your doctor today



## DANGER SIGNS

*Asthma emergency (severe breathing problems, symptoms get worse very quickly, reliever has little or no effect)*

**DIAL 000 FOR  
AMBULANCE**

Peak flow (if used) below:

**Call an ambulance immediately**  
**Say that this is an asthma emergency**  
**Keep taking reliever as often as needed**

☐ Use your adrenaline autoinjector (EpiPen or Anapen)

National Asthma  
Council Australia  
leading the attack against asthma

[nationalasthma.org.au](http://nationalasthma.org.au)

# ASTHMA ACTION PLAN

## what to look out for

### WHEN WELL



#### THIS MEANS:

- you have no night-time wheezing, coughing or chest tightness
- you only occasionally have wheezing, coughing or chest tightness during the day
- you need reliever medication only occasionally or before exercise
- you can do your usual activities without getting asthma symptoms

### WHEN NOT WELL



#### THIS MEANS ANY ONE OF THESE:

- you have night-time wheezing, coughing or chest tightness
- you have morning asthma symptoms when you wake up
- you need to take your reliever more than usual
- your asthma is interfering with your usual activities

**THIS IS AN ASTHMA FLARE-UP**

### IF SYMPTOMS GET WORSE



#### THIS MEANS:

- you have increasing wheezing, cough, chest tightness or shortness of breath
- you are waking often at night with asthma symptoms
- you need to use your reliever again within 3 hours

**THIS IS A SEVERE ASTHMA ATTACK (SEVERE FLARE-UP)**

### DANGER SIGNS



#### THIS MEANS:

- your symptoms get worse very quickly
- you have severe shortness of breath, can't speak comfortably or lips look blue
- you get little or no relief from your reliever inhaler

**CALL AN AMBULANCE IMMEDIATELY: DIAL 000  
SAY THIS IS AN ASTHMA EMERGENCY**

**DIAL 000 FOR  
AMBULANCE**

### ASTHMA MEDICINES

#### PREVENTERS

Your preventer medicine reduces inflammation, swelling and mucus in the airways of your lungs. Preventers need to be taken **every day**, even when you are well.

Some preventer inhalers contain 2 medicines to help control your asthma (combination inhalers).

#### RELIEVERS

Your reliever medicine works quickly to make breathing easier by making the airways wider.

**Always carry your reliever with you** – it is essential for first aid. Do not use your preventer inhaler for quick relief of asthma symptoms unless your doctor has told you to do this.

To order more Asthma Action Plans visit the National Asthma Council website.

A range of action plans are available on the website – please use the one that best suits your patient.

[nationalasthma.org.au](http://nationalasthma.org.au)

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NationalAsthma  
CouncilAustralia  
leading the attack against asthma