

Appendix B: Roles and Responsibilities

Principal

Principal	
1	Ensure that the School develops, implements and reviews its School Asthma Management Policy
2	Actively seek information to identify students with asthma or those who have been diagnosed as being at risk of asthma, either at enrolment or at the time of diagnosis (whichever is earlier)
3	Ensure that Parents provide an Asthma Action Plan which has been signed by the student's Medical Practitioner and that contains an up-to-date photograph of the student with relevant medication
4	Ensure that a Communication Plan is developed to provide information to all School Staff, Students and Parents about asthma and the School's Asthma Management Policy
5	Ensure there are procedures in place for providing volunteers and casual relief staff of students with a medical condition that relates to asthma and their role in responding to asthma attack by a student in their care.
6	Ensure that relevant School Staff have successfully completed an asthma management-training course, and that it is kept up to date as required
7	Ensure that relevant School Staff are briefed by a staff member on: <ul style="list-style-type: none"> a. The School's Asthma Management Policy; b. The identities of students diagnosed at risk of asthma and the location of their medication; c. The School's general first aid and emergency procedures; and d. The location of asthma medication that have been purchased by the School for General Use
8	Encourage ongoing communication between Parents and School Staff about the current status of the student's asthma, the school's policies and their implementation
9	Ensure that the student's Individual Asthma Action Plan is reviewed in consultation with Parents annually, when the student's medical condition changes and as soon as practicably after a student has an asthma attack at School.
10	Ensure the Risk Management processes for asthma is completed annually
11	Arrange to purchase and maintain an appropriate number of asthma medication for general use

School Staff

All School Staff have a duty of care to take reasonable steps to protect a student in their care from risks of injury that are reasonably foreseeable. This includes administrators, casual relief staff, specialist staff, sessional teachers and volunteers. To assist School Staff who conduct classes that students with a medical condition that relates to asthma, and others School Staff where relevant, a summary of some of the key obligations, and suggested prevention strategies, is set out below.

School staff	
1	Know and understand the School Asthma Management Policy.
2	Know the identity of students who are at risk of asthma.
3	Understand the causes, symptoms, and treatment of asthma
4	Obtain regular training in how to recognise and respond to an asthma attack
5	Know where to find a copy of each student's Individual Asthma Action Plan quickly, and follow it in the event of an allergic reaction
6	Know the School's general first aid and emergency response procedures, and understand their role in relation to responding to an asthma attack.
7	Know where students' asthma medication for General Use are kept
8	Know and follow the prevention and risk minimisation strategies in the student's Individual Asthma Action Plan & Student Support Plan
9	Plan ahead for special class activities (e.g. cooking, art and science classes), or special occasions (e.g. excursions, incursions, sport days, camp, cultural days, fetes and parties), either at School, or away from School.
10	Raise student awareness about asthma and the importance of their role in fostering a School environment that is safe and supportive for their peers

First Aid Coordinator

Health Centre	
1	Work with Principals to develop, implement and review the School's Asthma Management Policy.
2	Obtain regular training in how to recognise and respond to an asthma
3	Work with PD Coordinator to ensure School staff are trained and to recognise and respond to asthma
4	Work with Principals, Parents and students to develop, implement and review each Individual Asthma Action Plan & Student Support Plan to: a. Ensure that the student's emergency contact details are up-to-date; b. Ensure that the student's Action Plan matches the student's supplied medication; c. If medication is held in the Health Centre regularly check that the student's medication is not out-of-date, such as at the beginning or end of each term; d. Inform Parents if medication is nearly expired e. Ensure that the student's medication is stored correctly (at room temperature and away from light) in an unlocked, easily accessible place; and f. Ensure that a copy of the Individual Asthma Action Plan is stored with the student's medication
5	Work with School Staff to conduct regular risk prevention, minimisation, assessment and management strategies
6	Provide or arrange post-incident support (e.g. counselling) to students and School Staff, if appropriate
7	Send information to staff and students in regarding weather e.g thunderstorm asthma

Parents of a student at risk of asthma

Parents	
1	Inform the School in writing, either at enrolment or diagnosis, of the student's medical conditions, and whether the student has been diagnosed at the time as being at risk of asthma
2	Obtain an Asthma Action Plan from the student's Medical Practitioner that details their condition, and any medications to be administered, and other emergency procedures and provide this to the School
3	Inform School Staff in writing of any changes to the student's medical condition and if necessary, provide an updated Action Plan
4	Provide the School with an up to date photo for the student's Action Plan when the plan is reviewed.
5	Meet with and assist the School to develop the student's Individual Asthma Action Plan & Individual Student Support Plan , including risk management strategies
6	Provide the School with appropriate medication that are current and not expired.
7	Assist School Staff in planning and preparation for the student prior to camps, incursions, excursions or special events (e.g. class parties, cultural days, fetes or sport days)
8	Inform School Staff in writing of any changes to the student's emergency contact details.
9	Participate in reviews of the student's Individual Asthma Action Plan: a. When there is a change to the student's condition; b. As soon as practicable after the student has an asthma attack at School; and c. At its annual review;