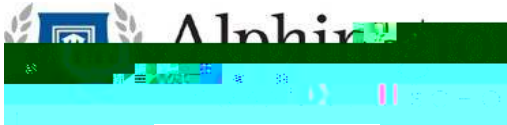


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4. Responsibilities:

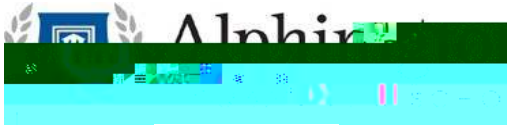
4.1. The Principal and/or Principal's nominee will:

- ensure that the School develops, implements and routinely reviews this policy in accordance with the Guidelines;
- ensure that relevant school staff have successfully completed approved asthma training and that their accreditation is current;
- ensure that there are sufficient numbers of trained staff available to supervise students diagnosed with asthma while they are under the care or supervision of the School, including excursions, yard duty, camps and special event days; and
- encourage ongoing communication between parents/parent liaison and school staff about the current status of the student's asthma, the School's policies and their implementation.

4.2. The School Nurse will:

- have current asthma management training and ensure they have a higher level of knowledge relating to asthma management;
- provide asthma education and first aid training for staff and volunteers as required;
- actively seek information to identify students with asthma, either at enrolment or at the time of diagnosis (whichever is earlier);
- ensure that parents/parent liaison 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;
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8. Staff training:

8.1. Alphington Grammar School staff and volunteers should undertake non-accredited training in asthma first aid management for education staff through Asthma Australia <https://asthmaonline.org.au/product/asthma-first-aid-for-schools/> Staff and volunteers should complete the free 1 hour asthma education session at least every 3 years.

8.2. The following school staff should undertake accredited training in Management of Asthma Risks and Emergencies in the Workplace (22556VIC) by a Registered Training Organisation:

- staff with a direct student wellbeing responsibility such as School Nurse, and camp organisers;
- staff working with high-risk children with a history of severe asthma;
- staff in high-risk teaching areas, such as Physical Education, STEM, or Art.

8.3. Staff are also required to attend a briefing on asthma management and this policy annually, facilitated by a staff member who has successfully completed an asthma management course within the last 2 years (i.e. Principal, Assistant Principal/s, or School Nurse). Each briefing will address:

- the School's asthma management policy;
- causes, symptoms and treatment of asthma;
- the identities of students diagnosed with asthma and where their medication is located;
- how to use a puffer and spacer;
- the School's general first aid and emergency response pr.318517(ev)5.0155(er8665(r)2