ASTHMA POLICY

Global Village Learning Ltd

Proprietor	Global Village Learning Ltd (ABN 52 090 773 470)
School	Global Village Learning, New Gisborne Campus
Policy owner	Board of Directors
Responsible officer	Executive Director, with Wellbeing Coordinator for day-to-day implementation
Date adopted	April 2026 (reviewed October 2026)
Review cycle	Every three years
Next review	2029
Regulatory context	ETR Act 2006 (Vic); Schedule 4 clause 12, ETR Regulations 2017 (Vic); VRQA Guidelines to the Minimum Standards – Standard 7 (Care, safety and welfare of students); National Asthma Council Australia – Asthma First Aid; Asthma Australia school guidance.

1. Purpose

To ensure that Global Village Learning (GVL) appropriately supports young people diagnosed with asthma, and that Guides, parents, carers and young people understand the processes and procedures in place.

2. Scope

This Policy applies to:

- All Guides, education support Guides, casual relief Guides, contractors and volunteers.
- All young people diagnosed with asthma or who may require emergency treatment for asthma.
- Parents, carers and emergency contacts for those young people.

3. Understanding asthma

3.1 What asthma is

Asthma is a long-term lung condition. People with asthma have sensitive airways that react to triggers, causing a flare-up. During a flare-up the muscles around the airway tighten, the airways swell and narrow, and additional mucus is produced, making breathing difficult. A flare-up can develop slowly over hours, days or weeks, or very quickly over minutes. A sudden or severe flare-up is sometimes called an asthma attack.

3.2 Symptoms

Symptoms vary between young people and over time. The most common symptoms are:

- Breathlessness.
- Wheezing (a whistling sound from the chest).
- A tight feeling in the chest.
- A persistent cough.

Symptoms often occur at night, early in the morning, or during or just after physical activity. Well-controlled asthma should produce only occasional symptoms.

3.3 Triggers

A trigger is something that sets off asthma symptoms. Common triggers include:

- Exercise.
- Colds and flu.
- Smoke, including cigarette smoke, wood smoke from open fires, burn-offs and bushfires.
- Weather changes, such as thunderstorms and cold, dry air.
- House dust mites, moulds, pollens, and some animals.
- Chemicals, including household cleaning products and scented personal care products.
- Food chemicals and additives.
- Certain medications, including aspirin and some anti-inflammatories.
- Strong emotions, laughter or stress.

4. Policy statements

4.1 Asthma management

If a young person diagnosed with asthma enrols at GVL:

- Parents or carers provide GVL with an Asthma Action Plan completed by the young person's medical practitioner, which outlines prescribed medication, administration details, emergency contacts, and symptoms to watch for.
- Parents or carers provide in-date reliever medication (and spacer) in its original packaging, clearly labelled.
- The Wellbeing Coordinator records the young person's Asthma Action Plan in Compass and ensures it is accessible to Guides involved in the young person's care.
- Guides responsible for the young person review the Asthma Action Plan and are briefed on any triggers or specific actions required.

4.2 Asthma emergency kit

GVL maintains at least one asthma emergency kit containing a reliever medication and spacer, accessible to trained Guides. The kit is checked monthly by HQ Hub and replenished after use. Location and contents are documented in the Emergency Management Plan.

4.3 Asthma first aid

If a young person appears to be having an asthma flare-up, Guides will follow Asthma Australia's four-step first aid:

- **Step 1. Sit the young person upright** and remain calm. Reassure them.

- **Step 2. Give four separate puffs of a blue or grey reliever** (such as Ventolin or Asmol) through a spacer if available, taking four breaths from the spacer after each puff.
- **Step 3. Wait four minutes.** If there is no or limited improvement, give four more separate puffs as per step 2.
- **Step 4. If there is still no improvement, call Triple Zero "000"** for an ambulance and state that the young person is having an asthma attack. Continue to give four puffs every four minutes until the ambulance arrives.

Guides call an ambulance immediately if the young person is not breathing, their lips are turning blue, their symptoms are getting worse very quickly, they cannot speak comfortably in short sentences, or if the Guide is unsure what to do.

4.4 Guide training

All Guides complete asthma first aid training at induction and refresh annually. The training record is maintained in the Guide Training and Compliance Register.

4.5 Communication with families

Following any asthma event at GVL, Guides will contact the young person's parents or carers on the same day, record the event in Compass Chronicle, and review whether the Asthma Action Plan needs updating in consultation with the family and their practitioner.

5. Roles and responsibilities

Role	Responsibilities
Executive Director	Oversees the implementation of this Policy and ensures GVL maintains its asthma emergency kit and trained Guides.
Wellbeing Coordinator	Maintains Asthma Action Plans in Compass, briefs Guides, and is the first point of contact for families on asthma matters.
HQ Hub (Campus Manager)	Maintains the asthma emergency kit, records monthly checks, and replenishes after use.
Guides and education support Guides	Know which young people have Asthma Action Plans, follow those plans in a flare-up, and follow the four-step asthma first aid protocol.
Parents and guardians	Provide and update the Asthma Action Plan and in-date reliever and spacer, and notify GVL of changes.
Young people	Where age- and capability-appropriate, carry their own reliever and spacer and know their own triggers and early warning signs.
Board of Directors	Owns this Policy and reviews aggregate asthma incident reporting annually.

6. Communication of this Policy

- Available publicly on the GVL website.
- Included in Guide induction and annual refresher training.
- Introduced to families in the enrolment pack.
- Discussed at Guide briefings and meetings as required.
- Hard copy available from the Campus Manager on request.

7. Review

The GVL Board reviews this Policy every three years, and immediately following any significant incident, change in regulation, or change in the evidence base for asthma first aid.

8. Related documents

- First Aid Policy
- Anaphylaxis Policy
- Medication Policy
- Health Care Needs Policy
- Asthma Action Plan template
- Emergency Management Plan (EMP)
- Guide Training and Compliance Register

Endorsement

Endorsed by the Global Village Learning Board of Directors on 28 October 2026.

Next scheduled review: 2029.