Asthma Management Policy
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Vision

We, at St Mary of the Cross, are an inclusive and welcoming Catholic Community of actively engaged learners.

We model Mary Mac Killop’s servant leadership, to nurture compassionate and respectful individuals who translate their beliefs into action.

Introduction

At St Mary of the Cross Catholic Primary School we believe that the safety and well being of all children is paramount to the work we do. Children who are at risk of asthma are a group that requires a ‘whole of community’ responsibility.

Aims of this Policy

▪ To provide, as far as practicable, a safe and supportive environment in which students who suffer from Asthma can participate equally in all aspects of their schooling.

▪ To raise awareness about Asthma and the school’s Asthma Management Policy in the school community

▪ To engage with parents/carers of students who suffer from Asthma to ensure students are safe at school and an appropriate response can be made if an Asthma attack eventuates.

▪ To engage with the student community in raising awareness of the risks students face in dealing with Asthma, and develop awareness of risk minimisation and management strategies that can be implemented throughout the school

▪ To ensure that each staff member has adequate knowledge about Asthma and the school’s policy and procedures for responding to an Asthma attack.

The school is committed to:

▪ Providing, as far as practicable, a safe and healthy environment in which children who suffer from Asthma can participate equally in all aspects of the school’s programs.

▪ Raising awareness of Asthma and its symptoms throughout the community.

▪ Actively involving the parents/guardians of each child who suffers from Asthma in assessing risks, and ensuring the school is fully informed of current treatments for their child.

▪ Ensuring that all staff are aware of the children who have been diagnosed with Asthma, their medication and their treatment plans.

▪ Ensuring that each staff member and other relevant adults have adequate knowledge and training of Asthma and Asthma emergency management procedures.

This policy applies when a child, diagnosed as being at risk of asthma by a qualified medical practitioner, is enrolled at St Mary of the Cross Catholic Primary School. It applies to children enrolled at the school, their parents/guardians, and staff. It also applies to other relevant members of the school community, such as volunteers and visiting specialists.
Background

"Asthma is a disease of the airways, the small tubes which carry air in and out of the lungs. When you have asthma symptoms the muscles in the airways tighten and the lining of the airways swells and produces sticky mucus. These changes cause the airways to become narrow, so that there is less space for the air to flow into an out of your lungs" (National Asthma Council 2011)

Symptoms of asthma may include, but are not limited to:

- shortness of breath
- wheezing (a whistling noise from the chest).
- tightness in the chest
- a dry, irritating, persistent cough.

Symptoms vary from person to person.

Triggers

- exercise
- colds/flu
- smoke (cigarette smoke, wood smoke from open fires, burn-offs or bushfires)
- weather changes
- dust and dust mites
- moulds
- pollens
- animals
- chemicals
- deodorants (including perfumes, after-shaves, hair spray and deodorant sprays)
- foods and additives
- certain medications (including aspirin and anti-inflammatories)
- emotions.

The school is committed to

- Providing, as far as practicable, a safe and healthy environment in which children at risk of an Asthma event, can participate equally in all aspects of the school's programs.
- Raising awareness of Asthma throughout the community.
- Actively involving the parents/guardians of each child at risk of Asthma, in assessing risks, and providing the safest workplace possible.
- Ensuring that each staff member and other relevant adults have adequate knowledge of Asthma and its emergency treatment procedures.
- Facilitating communication to ensure the safety and well being of children at risk of Asthma.

Asthma Management in Schools

The principal will ensure that a School Asthma Action Plan (see Appendix) is provided by the parents (developed in consultation with the child’s treating doctor), for every student who has been diagnosed by a medical practitioner, as suffering from Asthma.

An Asthma First Aid Plan should also be presented at enrolment for each student who has been diagnosed by a medical practitioner, as being at risk of Asthma.

The School Asthma Action Plan will be in place as soon as practicable after the student enrolls and where possible before their first day of school.
The School Asthma Action Plan is endorsed by the Asthma Foundation Victoria and should:

1. Be completed by the student's medical/health practitioner in consultation with the parents/guardians
2. Provided annually by the doctor to the parents/guardians and then from parents/guardians to the school.

The plan must include:

1. The prescribed medication taken:
   - on a regular basis
   - as pre-medication to exercise
   - if the student is experiencing symptoms.
2. Emergency contact details
3. Business and after hours contact details of the student's medical/health practitioner
4. Details about deteriorating asthma including:
   - signs to recognise worsening symptoms
   - what to do during an attack
   - medication to be used
5. An asthma first aid section which should specify medication dosages
6. Information on where the Ventolin will be kept (i.e. with the child or in the sick bay).

The School Asthma Action Plan should also include an Asthma Foundation Victoria (AFV) endorsed First Aid Plan, which sets out the emergency procedures to be taken in the event of an asthma event.

It is the responsibility of parents/carers to complete the AFV First Aid Plan, in consultation with their child's medical practitioner, and provide a copy to the school. The AFV First Aid Plan must be signed and dated by the student's medical practitioner, and have a current photograph of the student.

A copy of the student's AFV First Aid Plan will be kept in various locations around the school, such as in the student's learning space, the canteen, the sick bay and the school office. It should be visible and/or easily accessible by staff in the event of an incident.

Asthma Emergency Response

Under the provisions of the Occupational Health and Safety Act 2004 and the Department of Education & Training's duty of care obligation to students, the Governing Authority is responsible for providing first aid facilities and sufficient staff trained to an appropriate level of competency in first aid.

As part of the duty of care owed to students, teachers are required to administer first aid when necessary and within the limits of their skill, expertise and training. In the case of Asthma, this includes following a student’s School Asthma Action Plan and administering of Ventolin if necessary. It should be noted that a teacher’s duty is greater than that of the ordinary citizen in that a teacher is obliged to assist an injured student, while the ordinary citizen may choose to do nothing.

In the event of an Asthma incident:

**Students will:**
1. Immediately inform staff if they experience asthma symptoms, have trouble breathing or are feeling unwell
2. Inform staff if they have self-administered any asthma medication
3. Have their asthma medication and spacer with them at all times (if they are self-managing their asthma symptoms )

**Staff will:**
1. Contact the office and inform them of the Asthma event in progress
2. Locate and retrieve the student’s Asthma medication
3. If the student's asthma medication cannot be located or retrieved, get an Asthma Emergency Kit
4. Commence treatment as per the student’s School Asthma Action Plan
Office Staff will:
1. Depending on the severity of the attack, call an ambulance
2. Call the parents/guardians
3. Monitor and update parents and ambulance personnel as required

Asthma Emergency Kits
The school will provide a number of Asthma Emergency Kits at locations around the school. Staff will be informed of the locations of the Asthma Emergency Kits.

An Asthma First Aid Kit should contain:
1. Reliever medication
2. Two disposable spacer devices
3. Record form
4. Asthma First Aid instructions (See Appendix)

Staff training
Teachers and other school staff who are responsible for the care of students at risk of Asthma, will be provided with training in how to recognise and respond to an Asthma event, including administering of Asthma medications. This will include teachers, administrators, canteen staff, and other staff as required. The Principal is responsible for ensuring training is undertaken annually.

Treating an asthma attack
The following Asthma Treatment Plan describes how to treat a student:

1. suffering an asthma attack
2. having difficulty breathing for an unknown cause, even if they are not a known asthma sufferer.

For a student who is not a known asthma sufferer, this treatment:

1. could be life saving, if the asthma has not previously been recognised
2. would not be harmful if the cause of breathlessness was not asthma.

Immediately call an ambulance (Dial 000) and state a person is having an asthma attack if:

1. the student is having difficulties breathing, and not known to have asthma
2. the student is having a severe attack; or
3. you are concerned
4. at any time the student’s condition suddenly worsens

Delay in treatment may increase the severity of the attack and ultimately risk the student’s life.
## Asthma Treatment Plan

<table>
<thead>
<tr>
<th>Step 1:</th>
<th>Action</th>
<th>Sit the person upright. Breathing is easier sitting rather than lying down. Be calm and reassuring. Do not leave them alone. Seek assistance from another teacher (or reliable student) to locate the student's medication and action plan. If these cannot be located, access the Asthma First Aid Kit.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2:</td>
<td>Action</td>
<td>Give medication:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Shake the blue reliever puffer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Use a spacer if you have one</td>
</tr>
<tr>
<td>Step 3:</td>
<td>Action</td>
<td>Give 4 separate puffs into the spacer, shaking the puffer between each puff ensure student takes 4 breaths from the spacer after each puff. <strong>Important:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If a spacer is not available use the puffer on its own.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- A Bricanyl Turbuhaler may be used if a puffer and spacer is unavailable.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If the student's own blue reliever puffer is not readily available immediately get one from:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. The Asthma First Aid Kit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Another student or staff member (only as a last resort and if the reliever medication is not prescribed).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All blue reliever puffers are safe, when used as directed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The student may experience harmless side effects such as shakiness, headache, a tremor or a 'racing' heart.</td>
</tr>
<tr>
<td></td>
<td>Action</td>
<td>Wait 4 minutes.</td>
</tr>
<tr>
<td></td>
<td>Action</td>
<td>If there is no improvement, repeat step 2</td>
</tr>
<tr>
<td>Step 4:</td>
<td>Action</td>
<td>If there is still no improvement call an ambulance (000).</td>
</tr>
<tr>
<td></td>
<td>Action</td>
<td>Tell the operator the person is having an asthma attack.</td>
</tr>
<tr>
<td></td>
<td>Action</td>
<td>Keep giving 4 puffs, getting the student to take 4 breaths per puff, every 4 minutes while you wait for emergency assistance.</td>
</tr>
<tr>
<td>Step 5:</td>
<td>Action</td>
<td>If asthma is relieved after administering the 4x4x4 procedure stop the treatment and observe the student.</td>
</tr>
<tr>
<td>Action</td>
<td>Notify the student's emergency contact person and record the incident.</td>
<td></td>
</tr>
</tbody>
</table>

### Responsibility of Parents:

It is the responsibility of Parents to:

1. Provide the emergency procedures plan (School Asthma Action Plan).
2. Inform the school if their child's medical condition changes, and if relevant provide an updated School Asthma Action Plan and Asthma First Aid Plan.
3. Provide an up to date photo for the School Asthma Action Plan when the plan is provided to the school and when it is reviewed.
Communication Plan

The principal/staff will be responsible for ensuring that a communication plan is developed to provide information to all staff, students and parents about Asthma and the school’s Asthma management policy.

The communication plan will include information about what steps will be taken to respond to an asthma reaction by a student in a classroom, in the school yard, on school excursions, on school camps and special event days.

Volunteers and casual relief staff of students at risk of Asthma will be informed about students at risk of Asthma and their role in responding to an Asthma event by a student in their care. Responsibility: Deputy Principal

Staff Training and Emergency Response

All school staff with a duty of care responsibility for the well being of students should be trained in being able to manage an asthma emergency appropriately. Training should be conducted annually.

The Asthma Foundation of Victoria provides a free one hour training session to educate school staff on how to manage asthma in the school setting including how to:

- manage asthma in the school setting.
- assess and manage an asthma emergency.

- Teachers and other school staff who conduct classes which students at risk of Asthma attend, or give instruction to students at risk of Asthma, need to have up to date training in an Asthma management training course.

- At other times while the student is under the care or supervision of the school, including excursions, yard duty, camps and special event days, the principal must ensure that there is a sufficient number of staff present who have up to date training in an Asthma management training course.

- The principal will provided training to staff as soon as practicable after the student enrolls. The school’s first aid procedures and students emergency procedures plan (ASCIA Action Plan) will be followed in responding to an Asthma event.

Roles and Responsibilities

The Principal
The principal has overall responsibility for implementing strategies and processes for ensuring a safe and supporting environment for students at risk of Asthma.

The Principal/or nominee should:

- Actively seek information to identify students with severe allergies at enrolment.

- Conduct a risk assessment of the potential for accidental exposure to allergens that may cause triggers, while the student is in the care of the school.

  Organize the “Asthma Friendly School” Accreditation

- Meet with parents/carers to review the School Asthma Action Plan for the student. This includes documenting any other practical strategies for in-school and out-of-school settings to minimise the risk of exposure to allergens.

- Ensure that parents provide an AVF School Action Plan that has been signed by the student’s medical practitioner and has an up to date photograph of the student.
- Ensure that staff are provided with approved training annually, in how to recognise and respond to an asthmatic reaction, including administering Ventolin.

- Ensure that there are procedures in place for informing casual relief teachers of students at risk of Asthma and the steps required for prevention and emergency response.

- Review the student’s Asthma Management Plan annually or if the student’s circumstances change, in consultation with parents.

**School Staff**

School staff who are responsible for the care of students at risk of Asthma have a duty to take steps to protect students from risks of injury that are reasonably foreseeable. This may include administrators, canteen staff, casual relief staff, and volunteers.

**Staff should:**

- Know the identity of students who are at risk of Asthma.

- Understand the causes, symptoms, and treatment of Asthma.

- Obtain training in how to recognise and respond to an asthmatic reaction, including administering appropriate medications.

- Know the school’s first aid emergency procedures and what their role is in relation to responding to an Asthma event.

- Keep a copy of the student’s School Asthma Action Plan (or know where to find one quickly) and follow it in the event of an Asthma event.

- Know where the student’s Asthma medication is kept.

- Plan ahead for special class activities or special occasions such as excursions, incursions, sport days, camps and parties. Work with parents/carers to provide appropriate advice and medications for the student.

**Admin/Office Staff should:**

1. Take a lead role in supporting the principal and teachers to implement prevention and management strategies for the school.

2. Keep an up to date register of students at risk of Asthma.

3. Ensure that students’ emergency contact details are up to date.

4. Obtain training in how to recognise and respond to an asthmatic reaction, including administering appropriate medications.

5. Ensure that the Medication is stored correctly
   

**Parents/Carers should:**

1. Inform the school, either at enrolment or diagnosis, of the student’s condition, and whether the student is at risk of Asthma.

2. Obtain information from the student’s medical practitioner about their condition and any medications to be administered. Complete a School Asthma Action Plan with the Doctor.

3. Inform school staff of all relevant information and concerns relating to the health of the student.

4. Meet with the school to review the student’s School Asthma Action Plan.

5. Provide a School Asthma Action Plan, or copies of the plan to the school that is signed by the student’s medical practitioner and has an up to date photograph.
   
   a. Provide the Ventolin, Spacer and any other medications to the school.
b. Replace the Ventolin before it expires. Assist school staff in planning and preparation for the student prior to school camps, field trips, incursions, excursions or special events such as class parties or sport days.

i.

c. Inform the school of any changes to the child’s condition or medication.

**Evaluation**

This Policy will be evaluated bi-annually by the Board of Management in consultation with staff. In the process of evaluation, copies of the policy will be provided to parents/carers of children who suffer from asthma for comment. Changes to Asthma Management regulations/policies etc will also determine a review of this Policy.
SCHOOL ASTHMA ACTION PLAN

This record is to be completed by parents/carers in consultation with their child's doctor. Please circle the appropriate information and print your answers clearly in the blank spaces where indicated. The information on this Plan is confidential. All staff that care for your child will have access to this information. The school will only disclose this information to others after they have obtained your consent if it is to be used elsewhere. Please contact the school at any time if you need to update this Plan or you have any questions about the management of asthma at school. If no Asthma Action Plan is provided by the parent/carer, the staff will treat asthma symptoms as outlined in the policy. Asthma Attacks: 'Treatment' as part of the 'School Policy and Advisory Guide' - Department of Education and Early Childhood Development.

STUDENT'S PERSONAL DETAILS

Student's Name ___________________________ Gender M F
Date of Birth ___/___/____ Year/Class ___________ Teacher: _________________________
Ambulance Membership: Yes No Membership No. ________________________________
What other health management plan does this student have, if any? ______________________

Emergency Contact (e.g. Parent/Carer)
Name __________________________________ Relationship ___________________________
Ph: (H) ___________________ (W) ___________________ (M) ___________________
Doctor __________________________________ Ph: __________________________

PHOTO

USUAL ASTHMA ACTION PLAN

Usual signs of student's asthma:

- Wheeze □ Tight Chest □ Cough □ Difficulty breathing □ Difficulty talking □ Other __________

Signs student's asthma is getting worse:

- Wheeze □ Tight Chest □ Cough □ Difficulty breathing □ Difficulty talking □ Other __________

Student's Asthma Triggers:

□ Cold/flu □ Exercise □ Smoke □ Pollens □ Dust □ Other __________________

Asthma Medication Requirements (Including relievers, preventers, symptom controllers, combination)

<table>
<thead>
<tr>
<th>Name of Medication</th>
<th>Method</th>
<th>When and how much?</th>
</tr>
</thead>
<tbody>
<tr>
<td>(e.g. Ventolin, Fluticasone)</td>
<td>(e.g. puff &amp; spacer, turbuhaler)</td>
<td>(e.g. 1 puff in morning and night, before exercise)</td>
</tr>
</tbody>
</table>

Does the student need assistance taking their medication? Yes □ No □
If yes, how? __________________________________________

Managing Exercise Induced Asthma (EIA)

If exercise is a trigger for this student they should follow these steps to prepare for exercise:

1. Take their blue reliever or doctor recommended medication 5-10 minutes before warm up. Warm up appropriately before exercise or activity and always cool down following activity and be alert for asthma symptoms after exercise.

If a student gets EIA during exercise they should:

1. Stop the exercise or activity and commence asthma first aid as per the student's asthma action plan. If asthma symptoms persist, continue first aid. The student should not return to the activity and school staff should inform parents/carers of the incident.

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ASTHMA FIRST AID PLAN

Please tick preferred Asthma First Aid Plan
☐ As outlined in the ‘School Policy and Advisory Guide’, ‘Treating an asthma attack’:

<table>
<thead>
<tr>
<th>Step 1.</th>
<th>Sit the person upright</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Be calm and reassuring</td>
<td></td>
</tr>
<tr>
<td>□ Do not leave them alone</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 2.</th>
<th>Give medication</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Shake the blue reliever puffer</td>
<td></td>
</tr>
<tr>
<td>□ Use a spacer if you have one</td>
<td></td>
</tr>
<tr>
<td>□ Give 4 separate puffs into a spacer</td>
<td></td>
</tr>
<tr>
<td>□ The person is to take 4 breaths from the spacer after each puff</td>
<td></td>
</tr>
<tr>
<td>□ You may use a puffer alone if no spacer is available and you can use a Breathe Right Turbohaler if you do not have access to a puffer and spacer</td>
<td></td>
</tr>
<tr>
<td>□ Giving blue reliever medication to someone who doesn’t have asthma is unlikely to harm them</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 3.</th>
<th>Wait 4 minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ If there is no improvement, repeat step 2</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 4</th>
<th>If there is still no improvement call emergency assistance (DIAL 000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Tell the operator the person is having an asthma attack</td>
<td></td>
</tr>
<tr>
<td>□ Keep giving 4 puffs, 4 breaths per puff, every 4 minutes while you wait for emergency assistance</td>
<td></td>
</tr>
</tbody>
</table>

Call emergency assistance immediately (DIAL 000) if the person’s asthma suddenly becomes worse

OR

☐ Student’s Asthma First Aid Plan (if different from above)

- Please notify me if my child regularly has asthma symptoms at school.
- Please notify me if my child has received Asthma First Aid.
- If the event of an asthma attack, I agree to my son/daughter receiving the treatment described above.
- I authorise school staff to assist my child with taking asthma medication should they require help.
- I will notify you in writing if there are any changes to these instructions.
- I agree to pay all expenses incurred for any medical treatment deemed necessary.

Parent’s/Guardian’s Signature: ___________________________ Date: __/__/____

Doctor’s Signature: ___________________________ Date: __/__/____

For further information about the School Policy and Advisory Guide, or asthma management, please contact The Asthma Foundation of Victoria on [03] 9326 7088, toll free 1800 645 130, or visit www.asthma.org.au

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SCHOOL ASTHMA ACTION PLAN

CAMP AND EXCURSION MEDICAL UPDATE FORM

This form will ensure that school staff have the most up to date medical information about your child's asthma and the medications they might bring with them on school camps and excursions. Please ensure that your child brings ALL relevant asthma medications to camp/excursion.

Complete this form and return it to school BEFORE your child leaves for the camp/excursion. This Medical Update Form should be taken to the camp/excursion, along with the student’s Asthma Action Plan.

Student Name: ________________________

Emergency Contact:

Name: ________________________ Phone: ________________________ Mobile: ________________________

Name of Parents/Careers: ________________________

Phone: (H) ________________________ (W) ________________________ (M) ________________________

1. Has the student been hospitalised, had an acute asthma attack or had worsening asthma in the last two (2) weeks? □ Yes □ No

2. Is the student well enough to attend camp/excursion? □ Yes □ No

3. Has the student’s medications changed in the last two (2) weeks? □ Yes □ No

   Please provide details of student's medication and instructions for use in the table below

<table>
<thead>
<tr>
<th>Medication requirements: (including medication before exercise)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Medication (eg. Fluticasone, Ventolin)</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

4. Has the student had any other illness in the last two (2) weeks? □ Yes □ No

   If yes, please give details:

   Nature of illness: ________________________

   When? ________________________

   Severity? ________________________

   Has this affected their asthma? □ Yes □ No

Parent’s / Guardian’s Signature: ________________________ Date ________ / ________ / ________

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Asthma First Aid

1. Sit the person upright
   - Be calm and reassuring
   - Do not leave them alone

2. Give 4 puffs of blue reliever puffer medication
   - Use a spacer if there is one
   - Shake puffer
   - Put 1 puff into spacer
   - Take 4 breaths from spacer
   Repeat until 4 puffs have been taken
   Remember: Shake, 1 puff, 4 breaths

3. Wait 4 minutes
   - If there is no improvement, give 4 more puffs as above

4. If there is still no improvement call emergency assistance (DIAL 000) *
   - Say ‘ambulance’ and that someone is having an asthma attack
   - Keep giving 4 puffs every 4 minutes until emergency assistance arrives
   *If calling Triple Zero (000) does not work on your mobile phone, try 112

Call emergency assistance immediately (DIAL 000)
   - If the person is not breathing
   - If the person’s asthma suddenly becomes worse, or is not improving
   - If the person is having an asthma attack and a puffer is not available
   - If you are not sure if it’s asthma
   Blue reliever medication is unlikely to harm, even if the person does not have asthma