



Coastal Care Asthma Emergency Management Plan

Objective: To ensure the safety and well-being of individuals who are ageing and with disabilities in the event of an asthma emergency at Coastal Care and all Coastal Care staff. This plan also aims to provide clear guidelines for staff to respond promptly and effectively, ensuring compliance with relevant legislation.

1. Risk Assessment:

Identify individuals with asthma among clients, noting the severity and frequency of their condition. Ensure all personal files have a copy of individual asthma action plans, both online and within Community client files. Assess potential triggers within the workplace environment.

2. Asthma Management Training:

Ensure all staff members undergo comprehensive asthma management training, Asthma First Aid for workplaces (Asthma Australia) and obtain a statement of attainment in VU22927 Manage asthma risks and emergencies in the workplace covering:

- Recognising the signs and symptoms of asthma.
- Understanding individual asthma action plans.
- Managing asthma emergencies
- Administering reliever medications (e.g., Ventolin) using a spacer device.

All staff to update training qualifications every 3 years and CPR annually.

Conduct regular asthma emergency drills to familiarise staff with emergency procedures. Provide ongoing training to reinforce asthma management skills.

3. Individual Asthma Action Plans:

Obtain and regularly update individual asthma action plans for clients with asthma. These plans should include:

- Emergency contact details.
- List of current medications and doses.
- Specific signs and symptoms indicating worsening asthma.
- Steps for administering reliever medications.

See Appendix 1

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4. Communication:

Establish clear communication channels between staff members, clients, and relevant healthcare professionals. Ensure staff are aware of individual asthma action plans and emergency contacts.

Serious incidents are to be reported by phone or in person once staff have completed their responsibilities in managing the incident.

Information regarding the health of clients will be passed onto the relevant staff by email, in meetings, and update plans on Coastal Care’s intranet.

5. Asthma First Aid Kits:

Maintain well-equipped asthma first aid kits strategically placed throughout the workplace. Kits should include:

- Disposable Spacer devices
- Spare reliever medications.
- Emergency contact list.
- Basic first aid supplies.

6. Emergency Procedures:

Staff are to follow first aid procedures for asthma as outlined in their training and the National Asthma Council Australia’s Asthma First Aid protocol. The protocols for first aid treatment options for Children under 12 and individuals over 12 years of age can be found in Appendix 2 and are in all first aid kits on site and with community workers.

Staff are also aware of;

- Staff responsibilities during an asthma emergency.
- Activation of emergency services.
- Evacuation procedures if necessary.
- Location of emergency equipment.

7. Legislative Compliance:

Ensure compliance with relevant Australian legislation, including:

- Work Health and Safety Act (2011).
- Children (Education and Care Services) National Law.
- Education and Care Services National Regulations
- First Aid in the workplace Code of Practice
- Privacy Act (1988).

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8. Documentation and Review:

Maintain comprehensive records of asthma emergency incidents, responses, and any follow-up actions. Regularly review and update the Asthma Emergency Management Plan in consultation with healthcare professionals either at scheduled review date or directly after an incident.

9. Collaboration with Healthcare Professionals:

Coastal care has established partnerships with local healthcare providers and asthma specialists to enhance the management of asthma in the workplace. We collaborate with local professionals for ongoing improvement of the Asthma Emergency Management Plan.

10. Education and Awareness:

Coastal Care promotes asthma awareness and education among staff, clients, and their families. We encourage a culture of support and understanding regarding asthma management.

11. Reporting and Monitoring:

All asthma related incidents are to be recorded in Coastal Care Accident, Incident and Injury log, regardless of severity, as well as recorded on Coastal Care’s Incident Reports. Administration of preventative medication should also be noted in client records and communication/handover books.

Monitor the effectiveness of the Asthma Emergency Management Plan and make adjustments as needed.

By implementing and regularly reviewing this Asthma Emergency Management Plan, Coastal Care aims to provide a safe and supportive environment for individuals who are ageing and with disabilities and Coastal Care staff, ensuring prompt and effective responses to asthma emergencies while complying with relevant legislation.

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Appendices

Appendix 1: Individual Action Plans

ASTHMA ACTION PLAN

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

ACTION PLAN FOR

Name _____

Date _____

Next asthma check-up due _____

DOCTOR'S CONTACT DETAILS

Name _____

Phone _____

EMERGENCY CONTACT DETAILS

Name _____

Phone _____

Relationship _____

😊 WHEN WELL Asthma under control (almost no symptoms) **ALWAYS CARRY YOUR RELIEVER WITH YOU**

Peak flow* (if used) above: _____

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

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)

Peak flow* (if used) between _____ and _____

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

OTHER INSTRUCTIONS Contact your doctor
 (e.g. other medicines, when to stop taking extra medicines)

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

Peak flow* (if used) between _____ and _____

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

OTHER INSTRUCTIONS Contact your doctor today
 (e.g. other medicines, when to stop taking extra medicines)

Prednisolone/prednisone:
 Take _____ each morning for _____ days

😡 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)

nationalasthma.org.au

* Peak flow not recommended for children under 12 years.

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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)

<p>DANGER SIGNS</p>	<p>THIS MEANS:</p> <ul style="list-style-type: none"> • 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 <p>CALL AN AMBULANCE IMMEDIATELY: DIAL 000 SAY THIS IS AN ASTHMA EMERGENCY</p>	<p>DIAL 000 FOR AMBULANCE</p>
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<p>ASTHMA MEDICINES</p>	<p>PREVENTERS</p> <p>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.</p> <p>Some preventer inhalers contain 2 medicines to help control your asthma (combination inhalers).</p>	<p>RELIEVERS</p> <p>Your reliever medicine works quickly to make breathing easier by making the airways wider.</p> <p>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.</p>
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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

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Appendix 2

Children under 12 years.



FIRST AID FOR ASTHMA

CHILDREN UNDER 12

USE BLUE/GREY PUFFER (E.G. ASMOL, VENTOLIN, ZEMPREON)

Use child's own reliever puffer, if possible. If not, use blue/grey puffer from first aid kit or borrow one.

- 1** Sit the child comfortably upright. Stay calm and reassure them.
- 2** Give 4 puffs of blue/grey puffer
How to do this:
Add 1 puff into spacer – child takes 4 breaths in and out of spacer.
Repeat until 4 puffs have been given.
See instructions below: **How to use a blue/grey puffer with spacer**
- 3** Wait 4 minutes. Stay with child – watch carefully and reassure them. Call 000 for an ambulance **at any time** if you need to. Say that a child is having an asthma attack.
- 4** After 4 minutes.

<p>Worse or no better? If getting worse or severe breathing problem, call 000 for ambulance NOW. Keep giving 4 puffs every 4 minutes until ambulance arrives. (Give 4 separate puffs, 4 breaths with each puff.)</p>	<p>Still hard to breathe? If the child still cannot breathe normally, give 4 more puffs. If still cannot breathe normally within a few minutes, call 000. Keep giving 4 puffs every 4 minutes until ambulance arrives. (Give 4 separate puffs, 4 breaths with each puff.)</p>	<p>Breathing normally? If the child feels better and is breathing normally, get them to a doctor for a check-up.</p>
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Signs of an asthma attack in a child (any of these): Sudden shortness of breath, cough, chest tightness or wheezing.

Not sure it's asthma?
If child stays conscious and main problem seems to be breathing use **blue/grey puffer**. It is unlikely to harm them, even if not asthma.

CALL AMBULANCE (000)

Severe allergic reactions/ anaphylaxis

If child is allergic to foods, insect stings or medicines **AND** has sudden breathing problems (e.g. cough, wheeze, hoarse voice): Give adrenaline injection first. Use their own autoinjector (e.g. EpiPen, Anapen) if available. Do this even if no other signs of allergic reaction. **Then** give blue/grey puffer by following the 4 steps shown here.

CALL AMBULANCE (000)

If someone is unconscious, start life support. Scan code for ANZCOR Basic Life Support Flowchart

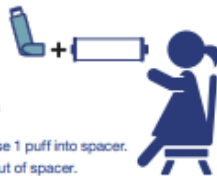


If you need an interpreter, call 131 450

HOW TO USE A BLUE/GREY PUFFER WITH SPACER

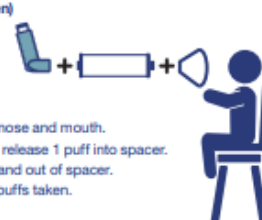
WITHOUT MASK (older children)

- Remove puffer cap and shake puffer.
- Insert puffer upright into spacer.
- Put mouthpiece of spacer between child's teeth and seal lips around it.
- Press once firmly on puffer to release 1 puff into spacer.
- Get child to take 4 breaths in and out of spacer.
- Repeat, 1 puff at a time till 4 puffs taken.
- Replace cap on puffer.



WITH MASK (younger children)

- Remove puffer cap and shake puffer.
- Insert puffer upright into spacer.
- Attach mask to spacer.
- Hold mask firmly over child's nose and mouth.
- Press once firmly on puffer to release 1 puff into spacer.
- Get child to take 4 breaths in and out of spacer.
- Repeat, 1 puff at a time, till 4 puffs taken.
- Replace cap on puffer.



! No spacer?
Use a plastic drink bottle or rolled-up paper
Go to nationalasthma.org.au or scan code



! No blue/grey asthma puffer is available and the person's own asthma reliever inhaler is not blue/grey?
Go to nationalasthma.org.au or scan code

Allergic Reactions

SIGNS OF ALLERGIC REACTION: Can include swelling of lips/face/eyes, tingling mouth, hives/welts, (abdominal pain/vomiting if insect allergy)

WATCH FOR ANY OF THESE SIGNS OF ANAPHYLAXIS (severe reaction): Difficult/hoarse breathing, swelling of tongue, swelling or tightness in throat, wheeze, persistent cough, difficulty talking, hoarse voice, persistent dizziness or collapse, pale and floppy (young children)

ALWAYS GIVE ADRENALINE INJECTOR FIRST, and then asthma reliever puffer if someone with known asthma and allergy to food, insects or medication has **SUDDEN BREATHING DIFFICULTY** (including wheeze, persistent cough or hoarse voice), even if there are no skin symptoms.

When to call 000 for an ambulance

- Child is drowsy
- Child looks blue around lips
- Child with breathing problem has allergies to foods, insect stings, or medicines
- Breathing problem is severe
- Child is not getting better
- You are not sure what to do

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Individuals over 12 years



FIRST AID FOR ASTHMA

AGES 12+

USE BLUE/GREY PUFFER (E.G. ASMOL, VENTOLIN, ZEMPREON)
Use person's own reliever inhaler, if possible. If not, use blue/grey puffer from first aid kit or borrow one.

- 1 Sit the person comfortably upright.**
Stay calm and reassure them.
- 2 Give 4 puffs of blue/grey puffer**
How to do this:
Add 1 puff into spacer – person takes 4 breaths in and out of spacer.
Repeat until 4 puffs have been given.
See instructions below: [How to use a blue/grey puffer with spacer](#)
- 3 Wait 4 minutes.** Stay with person – watch carefully and reassure them. Call 000 for an ambulance at any time if you need to. Say that someone is having an asthma attack.
- 4 After 4 minutes.**


<p>Worse or no better? If getting worse or severe breathing problem, call 000 for ambulance NOW. Keep giving 4 puffs every 4 minutes until ambulance arrives. (Give 4 separate puffs, 4 breaths with each puff.)</p>	<p>Still hard to breathe? If the person still cannot breathe normally, give 4 more puffs. If still cannot breathe normally within a few minutes, call 000. Keep giving 4 puffs every 4 minutes until ambulance arrives. (Give 4 separate puffs, 4 breaths with each puff.)</p>	<p>Breathing normally? If the person feels better and is breathing normally, get them to a doctor for a check-up.</p>
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Signs that someone is having an asthma attack (any of these): Sudden shortness of breath, can't talk normally, cough, chest tightness or wheezing.

Not sure it's asthma?
If a person stays conscious and their main problem seems to be breathing, use blue/grey reliever puffer and call ambulance on 000. This medicine is unlikely to harm them even if they do not have asthma.

Severe allergic reactions/anaphylaxis if someone is allergic to foods, insect stings or medicines AND they have sudden breathing problems (e.g. cough, wheeze, hoarse voice):
Give adrenaline first. Use their own autoinjector (e.g. EpiPen, Anapen) if available. Do this even if there are no other signs of an allergic reaction – see below.
Then give asthma reliever puffer by following the 4 steps shown here.
CALL AMBULANCE (000)

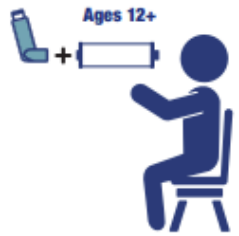
If someone is unconscious, start life support. Scan code for ANZCOR Basic Life Support Flowchart



If you need an interpreter, call 131 450

HOW TO USE A BLUE/GREY PUFFER WITH SPACER

- Remove puffer cap and shake puffer.
- Insert puffer upright into spacer.
- Put mouthpiece of spacer between person's teeth and seal lips around it.
- Press once firmly on puffer to release one puff into spacer.
- Get them to take 4 breaths in and out of spacer.
- Repeat, 1 puff at a time, until 4 puffs taken.
- Replace cap on puffer.



Ages 12+



! No spacer?
Use a plastic drink bottle or rolled-up paper
Go to nationalasthma.org.au or scan code



! No blue/grey asthma puffer is available and the person's own asthma reliever inhaler is not blue/grey?
Go to nationalasthma.org.au or scan code

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RELATED DOCUMENTS

- Workplace Health and Safety
- Incident Reporting
- Administration of Medication
- Record Keeping
- Internal Communication

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