



recognition checklist



The Asthma Foundations of Australia invite you to become / continue to be an Asthma Friendly School. Please refer to the Asthma Friendly Schools (AFS) program guidelines on the website www.asthmafriendlyschools.org.au and work with the Asthma Foundation of Victoria to complete the following checklist.

Return this form to provide evidence that you have met all 8 essential criteria to be "Asthma Friendly" and receive a certificate of Recognition valid for the next 3 years.

The evidence supplied on this form contributes to the identification and sharing of good practices and ensures the quality and integrity of the AFS program.

Please complete ALL fields to update our records for your school.

SCHOOL:		
Campus (if applicable):		
Address:		
Contact details	Ph:	Fax:
	Email:	

KEY CONTACT PERSON:		
Position:		
Contact details	Email:	
Preferred contact	Method:	Times:

SCHOOL DETAILS:	<input type="checkbox"/> Government	<input type="checkbox"/> Catholic	<input type="checkbox"/> Independent	<input type="checkbox"/> Other:
	<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> Combined	<input type="checkbox"/> Other:
Number of teaching / admin staff:		Year Levels Range:		

NUMBER OF STUDENTS	TOTAL:	Students with asthma*:
Indigenous students:		Indigenous students with asthma*:

*please estimate if actual numbers unknown

Please ensure PRINCIPAL DECLARATION on P3 is SIGNED



Funded by the Australian Government Department of Health and Ageing



Please return completed form by post, fax or email to: The Asthma Foundation Victoria | 491-495 King Street WEST MELBOURNE VIC 3003
Fascimile: +61 3 9326 7055 | Email: schools@asthma.org.au | For more information visit our website: www.asthmafriendlyschools.org.au

"Asthma Friendly" is a registered trademark of the Asthma Foundations of Australia.

November 2008



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PLEASE TICK ALL APPLICABLE BOXES IN RESPONSES.

→ An arrow marks the required fields.

School: _____

Postcode: _____

ESSENTIAL CRITERIA

1. Asthma education is provided for all school staff.

- Staff have attended a 1hr asthma training session provided by an authorised AFS trainer for The Asthma Foundation.
- Date: ___ / ___ / 20___ Number of staff trained: _____ Trainer: _____
- Note that at least 75% of staff must be asthma trained for a school to be Asthma Friendly.

2. Asthma Action Plans and/or Student Asthma Records for each student with asthma are actively encouraged and kept in a central location.

- Up to date asthma health information is sought for each student with asthma annually.
- Location of Asthma Records: _____
- School staff have appropriate access to asthma information for students in their care

3. Asthma First Aid posters are on display.

- Asthma First Aid Posters are displayed

4. Students with asthma are encouraged to have their medications readily available and safely stored at all times.

- Appropriate age / ability students carry or directly access their medication.
If not, reason: _____
- Medication stored by the school is clearly labelled. Location _____
- OR School does not hold students' asthma medication.

5. A blue reliever puffer and spacer device(s) are available for emergency use.

- 2 or more Asthma Emergency Kits are stored throughout the school in known locations.
- Number of Asthma Emergency Kits: _____
- Each Asthma Emergency Kit contains Blue reliever puffer Spacer
 Alcohol swabs Instructions
- An Asthma Emergency Kit accompanies all off-site, school based activities (e.g. excursions, sports, camps)
- Reliever puffer dates are checked regularly

6. A plan is in place for managing asthma during school sporting activities, excursions or camps.

Our school's plan / policy ensures,

- Trained staff able to manage an asthma incident are present at all school activities
- An Asthma Emergency Kit is always accessible
- Asthma records are up-dated and copies are taken on all camps OR Our school does not run camps

7. Asthma related information is provided through the school to parents/carers that contributes to the quality of life, health outcomes and well being for their children.

- At least one option below required:
 - Asthma Foundation information is distributed to parents
 - Asthma information supplied by the Foundation is regularly included in the school newsletter
 - An asthma information display is set up at reception and/or at school events
 - Promotion of the Asthma Foundation website and services
 - Asthma information session for parents is offered through the school
 - Other strategies: _____

8. Asthma Friendly Schools program teaching resources are used as part of the schools health curriculum.

- Indicate the resource(s) used for your school's year level range and how this/these are integrated into the curriculum.
Primary resource: "Asthma Can't Stop Me" "Mission Asthma" Other: _____
Secondary resource: "Running Short" "Air Traffic Control" Other: _____
(Lesson plans for Asthma Can't Stop Me and Running Short DVDs can be downloaded from the website)
For each school year, asthma education occurs for: All students Specific year levels
 Specific subjects Other: _____

RECOMMENDED CRITERIA

9. Potential asthma triggers are minimised within the school environment.

- Our school takes measures to minimise the impact of known and potential asthma triggers
- Our school is interested in developing measures to address asthma triggers

Return form only when ALL 8 ESSENTIAL CRITERIA have been achieved.

PRINCIPAL DECLARATION

Principal's Name: _____

As the Principal at _____ (school), I declare that I am in agreement with the evidence of achievement of the Asthma Friendly Schools program criteria provided on this form.

Signed: _____

Date: / / 20

Person completing form: _____

Position: _____

Remember to keep a copy of this form for your records.

PRIVACY: Information provided will be used by the Asthma Foundation in the management of the AFS program only. All information will be treated as confidential and will not be supplied to any other party for any other purpose.

**ASTHMA
FOUNDATIONS**
AUSTRALIA

Funded by the
Australian Government
Department of Health and Ageing

 **THE
ASTHMA
FOUNDATION**
Victoria

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