

Uniform Staff Training Policy: Students with Asthma

RCW 28A.210.370 requires that in-service training on asthma be provided by all school districts for school personnel. “The superintendent of public instruction and the secretary of the department of health shall develop a uniform policy for all districts providing for the in-service training for school staff on the symptoms, treatment, and monitoring of students with asthma and on the additional observations that may be needed in different situations that may arise during the school day and during school-sponsored events. The policy shall include standards and skills that must be in place for in-service training of school staff.”

School districts shall follow this Uniform Asthma Staff Training Policy in developing and implementing their local in-service training.

1. Local School Board Responsibility

- All school districts are directed to adopt policies regarding asthma rescue procedures for each school within the district.
- It is recommended that all local school boards designate a professional licensed as a Registered Nurse (R.N.), Advanced Registered Nurse Practitioner (A.R.N.P.), Registered Respiratory Therapist (R.R.T.), Medical Doctor (M.D.), Doctor of Osteopathic Medicine (D.O.), or Certified Asthma Educator (A.E.-C) to provide in-service training for school staff on symptoms, treatment, and monitoring of asthma. Due to the changing nature of asthma management, it is advised that the licensed professionals be competent in current asthma management techniques. Refer to the *Asthma Management in Educational Settings™ (AMES)* manual as listed under Resources.

2. Training Guidelines

Training in symptoms, treatment, and monitoring of asthma and related standards and skills are to be guided by the most recent edition of the *AMES* manual. The use of the *AMES* manual is not intended to replace clinical judgment or individualized consultation with medical care providers. The attached tool illustrates how to use the manual for training, including detailed topics for both brief and intensive training curricula.

3. Training Levels

- General (brief) training in symptoms, treatment, and monitoring of asthma is designed for all school personnel indirectly involved with student(s) with asthma. School personnel that may be included are office staff, athletic personnel, bus drivers, custodial managers and staff, teaching staff, paraprofessionals, playground attendants, cooks, and others.

- Intensive training in symptoms, treatment, and monitoring of asthma is designed for school personnel *directly* involved with the student(s) with asthma. This training may include teacher(s), athletic personnel, paraprofessionals assigned by the nurse for direct care, and others who are appropriate for the training. Intensive training should be individualized according to the Individual Health Plan (IHP) that is developed by the school nurse with the parent and the student. The student's IHP will determine additional training needs and who should be trained.

4. Frequency

- The optimal training time is prior to the first day of school *each* school year.
- Additional training of select personnel may need to occur during the school year when planning for:
 - A new student with asthma transferring into the school district.
 - Class changes for an enrolled student with asthma.
 - After school activities and/or other school-sponsored events, such as a sporting event.
 - Substitute staff new to the setting.
 - Transportation to or from school or school-sponsored activities, such as a field trip.
 - An enrolled student newly diagnosed with asthma.
 - Treatment changes.
 - Changes in standards of care.
 - Changes in federal or state law.

5. Resources

- *Asthma Management in Educational Settings™* (2005). Information is available from the American Lung Association of Washington Web site: <http://www.alaw.org/asthma/ames>.
- Washington State Asthma Plan (2005). Information is available online at: http://www.doh.wa.gov/CFH/asthma/state_plan.htm.
- Washington State Department of Health Asthma Program. Their phone number is 360-236-3851. Their Web site is: <http://www.doh.wa.gov/CFH/asthma/default.htm>.
- National, Heart, Lung, and Blood Institute. Online information available at: <http://www.nhlbi.nih.gov/index.htm>. *The Expert Panel Report 3: Guidelines for the Diagnosis and Management of Asthma*, published July 2007, may be found at <http://www.nhlbi.nih.gov/guidelines/asthma/index.htm>.

- Centers for Disease Control and Prevention. National Asthma Training Curriculum. CD-ROM. Available at:
http://bookstore.phf.org/product_info.php?cPath=40&products_id=366.
- Washington State School Directors' Association. 360-493-9231. Information is available online at: <http://www.wssda.org>.

Asthma Management in Educational Settings™ (AMES) **Recommended Standards and Skills**

The table below serves as a guide to the *AMES* manual. Included is the content necessary to address the training for symptoms, treatment, and monitoring of asthma for both the general (brief) in-service for all school personnel and the intensive training. Intensive training is to be individualized according to the IHP developed by the school nurse, parent, and student. The information following refers to the *AMES* manual modified March 2005.

The *AMES* manual is divided into four main sections: Schools, Clinical Tools, Educational Tools, and Resource Links. The table below references documents in these sections, which can be found by following the links and scrolling down the page if necessary.

GENERAL OR BRIEF ALL STAFF TRAINING

See the *AMES* Manual Schools Section, Section II: "Asthma Basics"
<http://www.alaw.org/asthma/ames/schools/index.html>

and

In the *AMES* Manual Educational Tools Section:
The "Classroom Teacher" PowerPoint presentation
http://www.alaw.org/asthma/ames/educational_tools/index.html

INTENSIVE TRAINING

The following modules should be included in all intensive trainings:

AMES Manual Schools Section, Section IV:
 “Creating a Safe and Supportive School Environment for the Student with Asthma”
<http://www.alaw.org/asthma/ames/schools/index.html>

AMES Manual Schools Section, Section VI:
 Use Appendix A, Appendix J, and Appendix P
http://zed.alaw.org/asthma/ames/schools/schools_appendix_alpha.html#appendix

The table below provides options for individualized intensive training for staff directly involved with students with asthma. Select the specific content options based on the needs of the audience.

TOPICS	LOCATION IN THE AMES MANUAL
Classroom Teacher	Educational Tools Section: “Videos” and “Extra Classroom Projects” http://www.alaw.org/asthma/ames/educational_tools/index.html
School Administrator	Schools Section, Section III: “Working with Parents and Students to Manage the Student’s Asthma at School” http://www.alaw.org/asthma/ames/schools/index.html Schools Section, Section VI: Use Appendix I, Appendix K, Appendix M, Appendix N, Appendix U, and Appendix Y http://zed.alaw.org/asthma/ames/schools/schools_appendix_alpha.html#appendix Educational Tools Section: “Administrator” PowerPoint presentation http://www.alaw.org/asthma/ames/educational_tools/index.html

<i>Intensive Training, Cont.</i>	
TOPICS	LOCATION IN THE AMES MANUAL
Playground Supervisor	Educational Tools Section: “Playground Supervisor” PowerPoint presentation http://www.alaw.org/asthma/ames/educational_tools/index.html
Physical Education	Educational Tools Section: “Physical Education” PowerPoint presentation http://www.alaw.org/asthma/ames/educational_tools/index.html
Custodian, Food Service	Schools Section, Section VI: Use Appendix B and Appendix U http://zed.alaw.org/asthma/ames/schools/schools_appendix_alpha.html#appendix Educational Tools Section: “Custodian Food Service” PowerPoint presentation http://www.alaw.org/asthma/ames/educational_tools/index.html
Bus Driver	Educational Tools Section: “Bus Driver” PowerPoint presentation http://www.alaw.org/asthma/ames/educational_tools/index.html
Environmental	Schools Section: (Select “Appendices by Alphabet”) Use Appendix B http://zed.alaw.org/asthma/ames/schools/schools_appendix_alpha.html#appendix

<i>Intensive Training, Cont.</i>	
TOPICS	LOCATION IN THE AMES MANUAL
Parents	<p style="text-align: center;">Schools Section, Section III: “Working with Parents and Students to Manage the Student’s Asthma at School” http://www.alaw.org/asthma/ames/schools/index.html</p> <p style="text-align: center;">Schools Section, Section VI: Use Appendix I.1, Appendix K, Appendix M, Appendix N, Appendix Q, and Appendix W http://zed.alaw.org/asthma/ames/schools/schools_appendix_alpha.html#appendix</p> <p style="text-align: center;">Educational Tools Section: “Parent Education” PowerPoint presentation http://www.alaw.org/asthma/ames/educational_tools/index.html</p>
Students	<p style="text-align: center;">Schools Section, Section VI: Use Appendix S and Appendix X http://zed.alaw.org/asthma/ames/schools/schools_appendix_alpha.html#appendix</p> <p style="text-align: center;">Educational Tools Section: see the items under the “Starbright Foundation Module Quizzes,” “Videos,” and “Extra Classroom Projects” headings. http://www.alaw.org/asthma/ames/educational_tools/index.html</p>
School Nurses	<p style="text-align: center;">School nurses should be familiar with the entire Schools Section: http://www.alaw.org/asthma/ames/schools/index.html</p> <p style="text-align: center;">Schools Section, Section VI: Appendix G is a checklist for nurses and Appendix I addresses legal considerations. http://zed.alaw.org/asthma/ames/schools/schools_appendix_alpha.html#appendix</p>

The AMES manual has additional resources that you may find helpful. Take the time to become familiar with all that the manual has to offer.

*The AMES manual is currently being updated to reflect changes to the national asthma management guidelines. Some sections for the manual may not be currently available. This table will be updated as new materials become available.