## School District:

## School Name:

Date:

## Using the Asthma Program School Policy Index

The New York State Asthma Program School Policy Index was developed using the New York State Guide for Asthma Management in Schools. The purpose of the Policy Index is to provide technical assistance to schools, school districts, and school-based health centers to ensure the adoption or expansion of a comprehensive asthma management program. The Index is divided into five sections based on specific policy components, including: (1) School Protocols (2) Asthma Team Collaboration (3) Medication Access and Documentation (4) School Environment and (5) Student Participation

American Lung Association Staff will visit schools throughout New York State and rate the school's progress on policy activities on a scale of 0 to 3 . Total scores will range from $\mathbf{0}$ to 99 . The policy activity scale is coded as follows:
$0=$ Policy is not in place. The school has not begun any planning activity to implement this policy.
1 = Policy is under development. The school is in the process of developing this policy and/or planning for its implementation.
2 = Policy is partially in place. The school has begun implementing this policy and is working on enforcing it schoolwide.
3 = Policy is fully in place and has been fully implemented schoolwide.

After completing the Policy Index, American Lung Association Staff will enter the information into an online reporting form. More information about the data entry tool is available in the American Lung Association Staff Protocol located in the Dropbox. It is recommended that the Policy Index be completed at three times per school: baseline (before TA work begins), a midpoint (approximately 3 to 4 months after the baseline), and an endpoint (approximately 3 to 4 months after the midpoint).

Before completing the School Policy Index, please fill out the following information:

## Name of School: <br> Name of School Contact: <br> Role of School Contact:

Date School Policy Index was Completed:
Which Policy Index is this (Please circle): Baseline Midpoint Endpoint


Instructions: Indicate the status of each policy by writing the number indicating whether the policy is Not in Place (0), Under Development (1), Partially in Place (2), or Fully in Place (3). Total each column. For each section, add the column totals for that section's total score.

| School Protocols | Not in Place <br> (0) | Under <br> Development (1) | Partially in <br> Place (2) | Fully in <br> Place (3) |
| :--- | :--- | :--- | :--- | :--- |
| A written procedure is available to guide the program and direct personnel for proper management <br> of students' who have asthma. |  |  |  |  |
| All students with asthma have an updated Asthma Action Plan from their private healthcare <br> provider on file at the school. |  |  |  |  |
| Emergency Care Plans developed by the school nurse or other licensed healthcare professional are <br> made available to all non-nursing school personnel. |  |  |  |  |
| Non-nursing personnel have a set of guidelines that provide specific directions about what to do <br> during an asthma emergency. |  |  |  |  |
| All school personnel are informed of their roles and responsibilities regarding students with asthma. |  |  |  |  |
| Column Totals: Add the totals within each column for each column's total score. |  |  |  |  |
| Add all four column totals for a School Protocols Total Score (0-15): |  |  |  |  |
| Notes about School Protocols: |  |  |  |  |

School District:

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| Asthma Team Collaboration | Not in Place <br> $\mathbf{( 0 )}$ | Under <br> Development (1) | Partially in <br> Place (2) |
| :--- | :--- | :--- | :--- |
| School engages in regular collaboration with private healthcare providers regarding asthma <br> Place (3) |  |  |  |
| School engages in regular collaboration with private healthcare providers regarding students' <br> Asthma Action Plans. |  |  |  |
| School has an Emergency Care Plan in place in the event of an asthma emergency. |  |  |  |
| School partners with or builds a "Wellness Committee". <br> *Please specify if it is a school wellness committee or and community-based wellness committee in notes. |  |  |  |
| Students are provided with education on how to effectively address asthma in the school setting. |  |  |  |
| Families are provided with education on how to effectively address asthma in the school setting. |  |  |  |
| School personnel are provided with education on how to effectively address asthma in the school <br> setting. |  |  |  |
| Parents/guardians are encouraged to meet with school personnel prior to the start of school to <br> provide necessary information regarding their child's asthma. |  |  |  |
| Column Totals: Add the totals within each column for each column's total score. |  |  |  |
| Add all four column totals for an Asthma Team Collaboration Total (0-24): |  |  |  |
| Notes about Collaboration: |  |  |  |



Instructions: Indicate the status of each policy by writing the number indicating whether the policy is Not in Place (0), Under Development (1), Partially in Place (2), or Fully in Place (3). Total each column. For each section, add the column totals for that section's total score.

| School Environment | Not in Place <br> (0) | Under <br> Development (1) | Partially in <br> Place (2) | Fully in <br> Place (3) |
| :--- | :--- | :--- | :--- | :--- |
| School helps to reduce or eliminate environmental asthma triggers during school. |  |  |  |  |
| School helps to reduce or eliminate environmental asthma triggers on the bus. |  |  |  |  |
| School is aware of environmental asthma triggers on field trips. |  |  |  |  |
| School helps to reduce or eliminate environmental asthma triggers at off-campus school-sponsored <br> events. |  |  |  |  |
| All school grounds have tobacco-free policies on file. |  |  |  |  |
| All school events (on and off campus) have tobacco-free policies on file. |  |  |  |  |
| All school grounds have no idling policies on file. |  |  |  |  |
| All school events (on and off campus) have no idling policies on file |  |  |  |  |
| The school monitors the local Air Quality Index (AQI) to reduce students' exposure to unhealthy air <br> quality. |  |  |  |  |
| The school uses environmentally sensitive cleaning and maintenance products. |  |  |  |  |
| The school implements integrated pest management (IPM) techniques. |  |  |  |  |
| Column Totals: Add the totals within each column for each column's total score. |  |  |  |  |
| Add all four column totals for a School Environment Total (0-33): |  |  |  |  |
| Notes about School Environment |  |  |  |  |

School District:

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| Medication Access and Documentation | Not in Place (0) | Under Development (1) | Partially in Place (2) | Fully in Place (3) |
| :---: | :---: | :---: | :---: | :---: |
| Procedures ensure that all students who have asthma have immediate access to quick-relief medication at school. |  |  |  |  |
| Procedures ensure that all students who have asthma have immediate access to quick-relief medication at school-sponsored events. |  |  |  |  |
| Procedures ensure that all students who have asthma have immediate access to quick-relief medication during school transportation. |  |  |  |  |
| Procedures ensure that all students who have asthma have immediate access to quick-relief medication before and after physical activity. |  |  |  |  |
| School personnel are required to carry a copy of each student's Asthma Action Plan and Emergency Care Plan on field trips. |  |  |  |  |
| Parents/guardians are provided documentation to allow students to be administered medication. |  |  |  |  |
| Parents/guardians are provided documentation to allow students to carry and use medication. |  |  |  |  |
| Column Totals: Add the totals within each column for each column's total score. |  |  |  |  |
| Add all four column totals for a Medication Access and Documentation Total (0-21): |  |  |  |  |
| Notes about Medication Access: |  |  |  |  |



Instructions: Indicate the status of each policy by writing the number indicating whether the policy is Not in Place (0), Under Development (1), Partially in Place (2), or Fully in Place (3). Total each column. For each section, add the column totals for that section's total score.

| Student Participation | Not in Place <br> (0) | Under <br> Development (1) | Partially in <br> Place (2) | Fully in <br> Place (3) |
| :--- | :--- | :--- | :--- | :--- |
| School encourages and supports full participation of students with asthma to engage in all types of <br> physical activities including physical education, sports, recess, and field trips. |  |  |  |  |
| Students who have asthma can choose alternative physical activities without fear of ridicule or <br> grade reduction. |  |  |  |  |
| Column Totals: Add the totals within each column for each column's total score. |  |  |  |  |
| Add all four column totals for a Student Participation Total (0-6): |  |  |  |  |
| Notes about Student Participation: |  |  |  |  |
| Add all 5 category scores for a Total Score (0-99): |  |  |  |  |
| Final Notes/S.W.O.T. Analysis: |  |  |  |  |

