



Asthma School Staff Training Checklist

Project Goal:

- **Individual Grantees:** Provide asthma education and training to at least 10 school coaches or other staff members (administrators, teachers, office staff, maintenance staff, bus drivers, etc.)
- **Group Grantees:** Provide asthma education and training to at least 10 school coaches or other staff members per applicant.

** Due to the COVID-19 pandemic, trainings may be conducted virtually if necessary.*

Preparation:

Presenting to coaches

- Contact BJ Biskupiak (see contact information below) to obtain coaches asthma clipboard packets for the anticipated number of attendees.
- Schedule training time(s), in consultation with participants
- Obtain the sample presentation from <http://dphhs.mt.gov/schoolhealth/grants>.
- Modify the prepared presentation to meet your own needs and include school or district specific information.
 - Provide an overview of school specific medication, emergency first aid, and air quality policies.
 - Discuss protocol on who to notify when a severe asthma exacerbation occurs at school or during a school sponsored event.
- Give the presentation and distribute asthma clipboard packets.

Presenting to teachers and other school staff,

- Contact BJ Biskupiak (see contact information below) to obtain copies of the “Creating Asthma Friendly Schools in Montana” resource guide for the anticipated number of attendees.
- Schedule training time(s), in consultation with participants.
- Obtain the sample presentation from <http://dphhs.mt.gov/schoolhealth/grants>.
- Modify the prepared presentation to meet your own needs and include school or district specific information.
 - Provide an overview of school specific medication, emergency first aid, and air quality policies.
 - Discuss protocol on who to notify when a severe asthma exacerbation occurs at school or during a school sponsored event.
- Give the presentation and distribute copies of the “Creating Asthma Friendly Schools in Montana” resource guide

Report Results:

- Complete the outcomes report form and return it to the School Health Program by May 31, 2021.
- Email, fax, or mail outcome report forms to the School Health Program using the contact information provided on the outcomes report form.

For More Information:

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