

Asthma School Staff Training Checklist

Project Goal:

Provide asthma education to at least 10 school staff members (administrators, teachers, office staff, coaches, maintenance staff, bus drivers, etc.).

Project Steps:

1. Schedule training time(s), in consultation with participants, school administrators, and health staff.
 - *Teachers/School Staff:*
Contact the School Health Program to request the appropriate number of “Creating Asthma Friendly Schools in Montana” resource guides.
 - *Coaches:*
Contact the School Health Program to request the appropriate number of *Winning with Asthma* educational booklets and coaches clipboards.
2. Modify the provided PowerPoint presentation to meet your needs. Grantees may choose to develop their own presentation. This presentation should include information on school district specific data, school district medication, EMS, and air quality policies, a review of how to communicate with the school nurse or other school health staff, common asthma triggers, signs and symptoms of an asthma attack, how to respond to an attack, and when to call 911. Sample presentations can be found on the [school health grants website](#) under the project resources.
3. Conduct the educational session and record the number of attendees.
4. Distribute clipboard packets, *Winning with Asthma* booklets and any other educational materials to attendees.
5. Direct training participants to asthma.mt.gov for additional resources.
6. Direct school staff and coaches who cannot participate in the live training to the [OPI Teacher Learning Hub](#) where they can complete the self-paced Creating Asthma Friendly Schools course.

Report Results:

Complete the outcomes report form and return it to the [School Health Program](#) by May 31st of the school year in which the grant is received. Email, fax, or mail outcome report forms to the School Health Program using the contact information provided on the form.

For More Information:

School Health Program

Phone: 406-444-4592

Email: schoolhealth@mt.gov