Toolkit User Guide

This toolkit, *Initiating Change: Creating an Asthma-Friendly School,* will help you convince people in your school and community—teachers, school nurses, school administrators, school health councils, school business leaders, school board members, community leaders, community asthma coalitions, and parents – of the importance of promoting asthma-friendly schools.

> Asthma-friendly schools adopt policies and procedures and coordinate student services to better serve students with asthma.

Our hope is that this toolkit will help you initiate change in your school or community so that students with asthma will receive the support they need to fully participate in all school activities.

The first set of resources provides tools for planning and facilitating a showing of the 13-minute, inspirational *Creating an Asthma-Friendly School* video.

The second set of resources provides science-based suggestions and tools for making your school more asthma-friendly.

DVD and CD-ROM

❖ **DVD of the** *Creating an Asthma-Friendly School* **video**
In this 13-minute, inspirational video, viewers will learn what an asthma-friendly school is and will be encouraged to help make their school asthma-friendly. The video features real-life success stories of students with asthma in Charlotte, NC, Detroit, MI, and Oregon. Thanks to their schools' implementation of asthma-friendly policies and programs, these students now have their asthma under control.

❖ Show the video at PTA meetings, school board meetings, school staff meetings, school health team meetings, community meetings, and wherever else you can reach people in your school and community to convince them of the importance of addressing asthma in schools.

> You can make copies of the DVD, or order additional copies from 1-888-CDC-INFO.

❖ **CD-ROM of all toolkit items**
The CD-ROM includes copies of all the toolkit items for your use. Some of the documents can be customized for your school or community.

Planning and Facilitating a Showing of the Video

Use these tools to convince people in your school and community that asthma is an important issue for your school to address.

> The e-mail and newsletter article templates offer sample text that can be adapted to meet your school and community needs. Use the MS Word versions on the enclosed CD-ROM.

✤ **E-mail template**
This e-mail template provides sample text you can use or adapt to promote a showing of the *Creating an Asthma-Friendly School* video.

✤ **Newsletter article template**
This article template provides sample text you can use or adapt to share information about the problem of asthma among school-age youth and to promote the *Creating an Asthma-Friendly School* video and *Initiating Change: Creating an Asthma-Friendly School* toolkit. The article can be customized for your local school, district, state, or organizational newsletter.

✤ **Facilitator's Guide**
This guide assists you in presenting the video *Creating an Asthma-Friendly School* to a variety of audiences. It provides a brief summary of the video, learning objectives, and pre- and post-viewing questions.

Making Your School Asthma-Friendly

Use these National Asthma Education and Prevention Program (NAEPP) and CDC tools to start making your school more asthma-friendly. Consider using state or district materials together with or instead of these tools, if available.

> Make copies of the publications included in the toolkit or print copies from the PDFs included on the CD-ROM.

✤ *How Asthma-Friendly Is Your School?* **(NAEPP, updated 2008)**
Use this seven-item questionnaire to find out how well your school serves students with asthma.

✤ **User guide for the *Asthma Basics for Schools, Parts 1* and *2* PowerPoint® slide presentations (NAEPP, 2008)**
This user guide provides suggestions for use of the PowerPoint® slides, as well as instructions for opening and printing the PowerPoint® slide presentations.

✤ *Asthma Basics for Schools, Parts 1 and 2* **PowerPoint® slide presentations (NAEPP, updated 2008)**
Use Part 1 to provide basic information about asthma at school staff meetings, PTA meetings, school board meetings, community group meetings, or elsewhere. Part 2 offers guidance for addressing asthma in schools. It primarily targets school staff members but could also be used or modified for other audiences. Both slide sets are customizable, offer speaker notes (script and additional information to assist you in responding to questions), and a presentation feedback form.

✤ **Feedback form for** *Asthma Basics for Schools, Parts 1 and 2* **PowerPoint® slide presentations (NAEPP, 2008)**
Ask audience members to complete and return the Feedback Form.

✤ *Managing Asthma: A Guide for Schools* **booklet (NAEPP, updated 2003)**
This easy-to-use booklet was developed by the National Asthma Education and Prevention Program (NAEPP) to provide school staff members with practical ways to help students with asthma. This booklet includes easily reproducible handouts for teachers, coaches, guidance counselors, school nurses, maintenance staff, and the principal, on their special role in making your school asthma-friendly. It also includes easily reproducible information sheets on how peak flow meters and metered-dose inhalers work, a fill-in asthma action plan template, an information sheet on the early signs of an asthma attack, and more.

✤ *Strategies for Addressing Asthma Within a Coordinated School Health Program, with Updated Resources (CDC, updated 2006)*
Use this guide to learn about six key strategies for improving the health and school attendance of children with asthma. School staff, school administrators, and parents of children with asthma will find this guide useful in planning their asthma-friendly school.

✤ *Resources for Addressing Asthma in Schools (CDC, updated 2006)*
Use this list to identify additional science-based tools and resources for asthma education, management, policy development, and much more.

Download the toolkit items at
www.cdc.gov/HealthyYouth/
asthma/creatingafs