

Meeting Notes
Maine Asthma Council
Schools Workgroup

August 19, 2010

Attending: Nancy Dube, Jim Braddick, Donna Levi, Renee Page, Vicky Gabrion, Bonnie Irwin, Carry Buterbaugh, Cindy Tardiff, Teresa Merrill.

Welcome by Nancy Dube, who agreed to chair today's meeting.

Items of discussion:

I. Asthma Toolkits

- What content is missing in current toolkit?
 - Labels (parents, staff, student, community members..etc)
 - Web-based resources / CD with information that is easy accessible and may be printed and distributed to parents, students, and staff free of charge.
- How to keep the toolkit current?
 - Toolkit can be regularly updated by providing electronic links to new materials.
- Who is responsible within the school system for updating the Toolkit?
 - An example was presented in which one school nurse is the "asthma manager" who trains other nurses within the district/school system. This raised the question if current training for school nurses is appropriate? And how existing sustainable approaches on managing asthma within the school system can be shared statewide?
- Distribution: when and how to distribute the Toolkit?
 - Use regional meetings to distribute/introduce toolkit?
- Next steps:
 - A) Form Toolkit-Subcommittee (Teresa, Cindy, Jim, Bonnie, Vicky) to work on;
 - completing the toolkit
 - distribution plan for toolkit
 - design training for toolkit (identify components of training, etc)
 - B) Think about possible evaluation methods to assess *if* and *how* the toolkit is being used. What worked well and did not work well with the creation, distribution, and training of the Toolkit.

II. Asthma Action Plan (AAP)

- Current AAP is not piloted at schools, PCP's only.
- AAP's are distributed to 150 school nurses. (where are they located and how is the communication/relationship with doc's offices where the AAP needs to be completed?). During the school nurse institute 10/18/2010) feedback from the 150 school nurses will be collected to assist the remaining school nurses with successful completion and filing of AAPs for students with asthma.

➤ Next steps

- Draft evaluation questions for AAP for 150 school nurses currently working with updated AAP (Carry B.)
- Teresa will update and share a cover letter she uses when distributing AAPs to students/parents. (cover letter includes letter to parent with instructions on how to complete and properly file AAP.

III. Maine School Nurse Survey

➤ Summary Report distribution plan: to whom and how

Copies of the School Nurse Survey were distributed for final review and comments by school workgroup members. Comments and suggestions due next mtg. Final report created and distributed.

Also a PowerPoint presentation will be created (Carry B.) to provide a quick overview of the survey results.

➤ Next steps

Form a Survey Sub-committee for the School's Workgroup: Nancy Dube, Carry Buterbaugh, Marcia Mullen

- narrow down survey, identify key questions
- check on time of year to conduct the survey (every other year)

IV. Preschool Brochure

➤ Review/revise draft

Current draft has typo's and could use some "tweaking." Workgroup members can mail their comments to Jim B. by 8/26 before.

➤ Next steps

Jim collects edits to submit to the printer so another proof can be created.

V. Schools Workgroup Structure and one year work plan

Workgroup members agreed on quarterly afternoon meetings (dates TDB) with rotating Chairs:

- November: Chair – Jim B.
- February (all day meeting): Chair: Cindy/Teresa
- April:
- Summer

It is proposed that sub-committees report on their progress on assigned activities during the November and April meeting.