



New York City Asthma Partnership (NYCAP) is delighted to announce the *Asthma Friendly Schools Award*.

Asthma is the most common childhood illness in the United States and the number one cause of school absences among young children. Nationally 10 million missed school days are attributed to asthma. In order to promote healthy school environments for children and staff with asthma, the New York City Asthma Partnership (NYCAP) has created an award program to recognize “asthma-friendly” schools in New York City. All elementary schools within New York City are eligible and encouraged to apply.

Goal: According to the U.S. Department of Health and Human Services, “Asthma friendly schools are those that make the effort to create safe and supportive learning environments for students with asthma.”

The goal of the NYCAP *Asthma Friendly Schools Award* is to encourage New York City schools to create and maintain safe, healthy and supportive environments for students and staff with asthma.

The Application Process:

Before beginning the application process review the Asthma Friendly School Award (AFSA) Essential and Recommended Criteria along with the resources to assist in meeting the criteria. The 8 Essential Criteria are based on current New York City and New York State regulations governing school environments. The 8 Recommended Criteria are a supplement to the Essential Criteria encouraging schools to conduct educational activities on asthma, remediate environmental triggers found in the school environment, and ensure the safe delivery of health service. See attached criteria summary page. The *AFSA* Application and resources can be downloaded at <http://www.nyc.gov/html/doh/html/nycap/index.shtml>.

The electronic application can be found at: *TBD @ zoomerang*

If your school is completing the application electronically via *Zoomerang* you will need to fulfill the criteria prior to beginning the application process. The *Zoomerang* tool does not allow you to save and complete at a later time. It is a good idea to allow approximately one hour to complete the *Zoomerang* application.

How to Gather Information:

Create a team of school staff, including nurses, teachers, and custodians, community organizations and parents to determine the criteria your school has fulfilled and to gather the necessary documentation.

Working together the team can create a plan to complete any unfulfilled Essential Criteria and decide what events or programs to conduct in order to fulfill any or all of the Recommended Criteria. The application process should not be the responsibility of one school staff member. The success of Gold winning schools depended on an organized and diverse team working together to maximize resources available to them in the school, community and through the NYCAP schools committee to win the Gold and create a healthy school environment for staff and students.

Submission Process:

All questions **MUST** be answered in order for an application to be considered valid. In order to be considered for the award you must submit documentation. All documentation should be attached to the corresponding appendix. Only one example is needed for each selected criterion.

Your completed application consists of three components:

1. School Identification page

2. Asthma Friendly School Award Application.
3. All documentation showing fulfillment of criteria.

Please submit your completed application and documentation to the NYCAP Schools Committee for review. The NYCAP Schools Committee will determine the validity of your submitted documentation And will have the final say on the award given.

The deadline for submission is **May 28, 2010**. In order to be eligible for an Asthma-Friendly Award, schools must fulfill ALL Essential Criteria.

The award levels are:

GOLD-All Essential Criteria and at least 6 Recommended

SILVER-All Essential Criteria and at least 4 Recommended

BRONZE-All Essential Criteria and at least 2 Recommended

In addition there may be one Honorable Mention award in each borough to be determined by the NYCAP Schools Committee.

Award winning schools will be notified by mail in the Fall of 2010. Schools receiving an award will be invited to attend the NYCAP Semi-Annual meeting in December 2010 to be recognized and receive their award. Schools that are unable to send a representative to the meeting will have their awards shipped to them.

Assistance:

For clarification of the attached application please speak with a representative from the Schools Committee or to request a print copy of the *Complete Guide to the NYCAP Asthma Friendly Schools Award*, please contact the New York City Asthma Partnership at (212) 361-4191/2164 or email nycap@health.nyc.gov.

Criteria Summary

Essential Criteria
1. Elimination of secondhand smoke exposure through enforcement of Chancellor Regulation C-810 on Smoke-Free Environment policy.
2. Use of Green-Seal products to clean the school mandated by Chapter 584 of the New York State Laws of 2005.
3. An integrated pest management program (IPM) in accordance with New York State Commissioner of Education Regulation Part 155.
4. Utilize the Automated School Health Record (ASHR) system to identify children with asthma and coordinate care in the school setting as outlined in the Managing Asthma in Schools Program. Or For public schools with school based health centers or private schools: Utilize/implement a student health record system for identifying, managing, and following up with students with asthma.
5. Designate either the school nurse or other staff member to manage a system to promote and collect medication administration forms for children with asthma.
6. School nurse teaches the American Lung Association Open Airways for Schools (OAS) program for 3 rd to 5 th graders with asthma annually.
7. Provide staff development on asthma awareness, procedures to follow during an asthma attack, and the importance of keeping healthy classrooms.
8. Publicize and enforce the 3-minute idling law (NYC Administrative code 24-163) and the no idling school bus law (NYS Education Law, Section 3637).
Recommended Criteria
1. Hold an Asthma Awareness program/education project for the entire student population.
2. Conduct EPA's Tools for Schools (TFS) training, develop an Indoor Air Quality (IAQ) management plan, use EPA's TFS Action Kit, EPA's Healthy SEAT, or Asthma Friendly School Zone expansion model program to ensure a healthy and safe environment.
3. Provide a program or workshop for physical education teachers and coaches to gain understanding of asthma management during physical activity.
4. Provide smoking cessation program awareness to parents and staff.
5. Host asthma awareness programs for parents/caregivers of children with asthma.
6. Have an asthma awareness program for the community.
7. Have school-wide policy on class and homework make-up for children who miss school due to asthma.
8. Conduct other environmental education, environmental awareness, environmental protection activity, or environmental improvement program around asthma in schools.

*** Please do not submit this form**

SCHOOL IDENTIFICATION PAGE

Name of School / Number of School: _____

Borough of School: _____ Geographical District Number: _____

Address of School: _____

School Phone Number: _____

School Email: _____

Name of Principal: _____

Name of Assistant Principal: _____

Principal or AP Signature: _____ Date: _____

Do you have a permanent school nurse in your school? Yes No

Contact Person's Name and Title: _____

Contact Person's Email _____

Contact Person's Phone Number: _____

Best hour(s) to reach the Contact Person

Contact Person's Signature: _____ Date: _____

Please indicate how you heard about the program.

Send Complete Award Submission Form to:

New York City Asthma Partnership
Attn: Chantelle Brathwaite & Bonita Henry
120 Wall Street, 25th floor
New York, NY 10005

*******Please submit this last page with the application*******

