

Asthma Management Policy

Asthma is a chronic health condition, which is one of the most common reasons for childhood admission to hospital. Correct asthma management will assist to minimise the impact of asthma. Children under the age of six usually do not have the skills or ability to recognise and manage their own asthma effectively. Our Service recognises the need to educate its staff and families about asthma and to implement responsible asthma management strategies.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.1	Wellbeing and comfort	136 First aid qualifications
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

Education and Care Services National Regulations

Children (Education and Care Services) National Law NSW	
90	Medical conditions policy
90(1)(iv)	Medical Conditions Communication Plan
91	Medical conditions policy to be provided to parents
92	Medication record
93	Administration of medication
94	Exception to authorisation requirement—anaphylaxis or asthma emergency
95	Procedure for administration of medication
96	Self-administration of medication
136	First aid qualifications

Learning Outcome 3

Children are happy, healthy, safe, and connected to others.

Educators promote continuity of children’s personal health and hygiene by sharing ownership of routines and schedules with children, families, and the community

Educators discuss health and safety issues with children and involve them in developing guidelines to keep the environment safe for all

PURPOSE

We are committed to being an Asthma Friendly service as outlined by Asthma Australia. This means:

- Most staff have current training in Asthma First Aid and routine management, conducted or approved by the local Asthma Foundation.
- At least one staff member on duty at any time holds a current certificate for ACECQA with approved competency assessed Emergency Asthma Management training
- Asthma Emergency Kits (AEKs) are accessible to staff and include in-date reliever medication, single person uses spacers with masks for under 5-year old,
- Asthma First Aid posters are on display and information is available for staff and parents
- Policies are Asthma Friendly

Reference: Australian Children’s Education & Care Quality Authority (acecqa.gov.au)

SCOPE

This policy applies to children, families, staff, management, and visitors of the service.

DUTY OF CARE

Our service has a legal responsibility to provide

- a. A safe environment
- b. Adequate Supervision

Staff members including relief staff need to ensure the safety and wellbeing of the children.

BACKGROUND

Asthma is a chronic, treatable health condition affecting approximately one in 10 Australian children. It is the most common reason for childhood admission to hospital. With good asthma management, people with asthma need not restrict their daily activities. Community education assists in generating a better understanding of asthma within the community and minimising its impact.

Symptoms of asthma include wheezing, coughing (particularly at night), chest tightness, difficulty in breathing and shortness of breath, and symptoms may vary between children. It is generally accepted that children under six years of age do not have the skills and ability to recognise and manage their own asthma without adult assistance. Our Service recognises the need to educate the staff and parents/guardians about asthma and to promote responsible asthma management strategies.

Legislation that governs the operation of approved children's services is based on the health, safety, and welfare of children, and requires that children be protected from hazards and harm. Our Service will ensure that there is always at least one educator on duty who has current approved emergency asthma management training in accordance with the Education and Care Services National Regulations

IMPLEMENTATION

We will involve all educators, families, and children in regular discussions about medical conditions and general health and wellbeing throughout our curriculum. The Service will adhere to privacy and confidentiality procedures when dealing with individual health needs.

A copy of all medical conditions policies will be provided to all educators, volunteers and families of the Service. It is important that communication is open between families and educators to ensure appropriate asthma management.

It is imperative that all educators and volunteers at the Service follow a child's Medical Management Plan in the event of an incident related to a child's specific health care need, allergy, or medical condition.

Management and Nominates Supervisor will ensure:

- Upon employment at the Service all staff will read and be aware of all medical condition policies and procedures, maintaining awareness of asthma management strategies To provide approved Emergency Asthma Management (EAM) training to staff as required under the National Regulations
- That all educators approved first aid qualifications, anaphylaxis management training and Emergency Asthma Management training are current, meet the requirements of the National Law and National Regulations, and are approved by ACECQA
- At least one staff member with current approved Emergency Asthma Management training is always on duty
- The details of approved Emergency Asthma Management training are included on the staff record
- Parents are provided with a copy of the service's Asthma Policy (see OSCA website).
- That when medication has been administered to a child in an asthma emergency without authorisation from the parent/guardian or authorised nominee, the parent/guardian of the child and emergency services are notified as soon as is practicable or within 24 hours of the incident
- To identify children with asthma during the enrolment process and informing staff
- To provide families with an Asthma Action Plan to be completed in consultation with, and signed by, a medical practitioner
- To develop a Risk Minimisation Plan for every child with asthma, in consultation with parents/guardians
- That all children with asthma have an Asthma Action Plan and Risk Minimisation Plan filed with their enrolment record
- A medication record is kept for each child to whom medication is to be administered by the Service
- Families of all children with asthma provide reliever medication and a spacer (including a child's face mask, if always required) their child is attending the Service
- The asthma first aid procedure is consistent with current national recommendations

- That all staff are aware of the asthma first aid procedure.
- The expiry date of reliever medication is checked regularly and replaced when required, and that spacers and face masks are replaced after every use
- Communication between management, educators, staff and parents/guardians regarding the Service's Asthma Policy and strategies are reviewed and discussed regularly to ensure compliance
- All staff can identify and minimise asthma triggers for children attending the Service, where possible
- That children with asthma are not discriminated against in any way
- That children with asthma can participate in all activities safely and to their full potential
- Communication between management, educators, staff and parents/guardians regarding the Service's Asthma Policy and strategies are reviewed and discussed regularly to ensure compliance and best practice
- Asthma Australia's Asthma First Aid posters are displayed in key locations at the Service
- That medication is administered in accordance with the Administration of Medication Policy

If a child suffers from an asthma emergency the Service and staff will:

- Follow the child's Asthma Action Plan.
- If the child does not respond to steps within the Asthma Action Plan call an ambulance immediately by dialing 000.
- Continue first aid measures.
- Contact the parent/guardian when practicable.
- Contact the emergency contact if the parents or guardian cannot be contacted when practicable.

Notify the regulatory authority within 24 hours.

Educators will ensure:

- They are aware of the services Asthma Policy and asthma first aid procedure (ensuring that they can identify children displaying the symptoms of an asthma attack and locate their personal medication, and Asthma Action Plans
- To maintain current approved Asthma Management qualifications
- They can identify and, where possible, minimise asthma triggers as outlined in the child's Asthma Action Plan
- The Asthma first aid kit, children's personal asthma medication and Asthma Action Plans are taken on excursions or other offsite events
- To administer prescribed asthma medication in accordance with the child's Asthma Action Plan and the services Administration of Medication Policy.
- A Risk Minimisation Plan is developed for every child with asthma in consultation with parents/guardians
- To discuss with parents/guardians the requirements for completing the enrolment form and medication record for their child
- To consult with the parents/guardians of children with asthma in relation to the health and safety of their child, and the supervised management of the child's asthma
- Communicate any concerns to parents/guardians if a child's asthma is limiting his/her ability to participate fully in all activities
- That children with asthma are not discriminated against in any way
- That children with asthma can participate in all activities safely and to their full potential

Families will:

- Read the services Asthma Management Policy
- Inform staff, either on enrolment or on initial diagnosis, that their child has asthma
- Provide a copy of their child's Asthma Action Plan to the service, ensuring it has been prepared in consultation with, and signed by, a medical practitioner
- The Asthma Action Plan reviewed and updated annually
- Ensure all details on their child's enrolment form and medication record are completed prior to commencement at the service
- Provide an adequate supply of appropriate asthma medication and equipment for their child
- Notify staff, in writing, of any changes to the information on the Asthma Action Plan, enrolment form or medication record
- Communicate regularly with educators/staff in relation to the ongoing health and wellbeing of their child, and the management of their child's asthma
- Encourage their child to learn about their asthma, and to communicate with Service staff if they are unwell or experiencing asthma symptoms.

Plan of action for a child with diagnosed asthma

The staff, together with the parents/guardians of a child with asthma, will discuss and agree on a plan of action for the emergency management of an asthma attack based on the Asthma First Aid Plan. This plan will be included as part of, or attached to, the child's asthma action plan and enrolment record. This plan should include action to be taken where the parents/guardians have provided asthma medication, and in situations where this medication may not be available.

Source

- Australian Children's Education & Care Quality Authority. (2014).
- Handbook <http://www.astmahandbook.org.au/diagnosis/children>
- Australian Asthma Handbook: <https://www.astmahandbook.org.au/>
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- Staying Healthy in Child Care. 5th Edition
- Asthma Australia – www.asthmaaustralia.org.au
- National Asthma Council Australia. (2015). *Australian asthma handbook: Quick reference guide*. <https://www.astmahandbook.org.au/uploads/555143d72c3e3.pdf>
- National Asthma Council Australia. (2019). *My asthma guides*. <https://www.nationalasthma.org.au/living-with-asthma/resources/patients-carers/brochures/my-asthma-guide>
- National Health and Medical Research Council. (2012) (updated June 2013). *Staying healthy: Preventing infectious diseases in early childhood education and care services*.
- Revised National Quality Standard. (2018).

Review

Policy Review Date
June 2021