

POLICY – ASTHMA MANAGEMENT POLICY

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1. National Quality Standards

Area	Concept	Descriptor
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation
2.1.2	Health practice and Procedures	Effective illness and injury management and hygiene practices are promoted and implemented
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented

2. Purpose

- 2.1 The purpose of this Policy is to ensure that Baringa Childcare Centre can provide a safe and healthy environment for all children enrolled at the Centre and provide an environment in which all children with asthma can participate to their full potential.

3. Scope

- 3.1 This policy applies to children, families, staff, and management of the Centre.

4. Background

- 4.1 Asthma is defined clinically as the combination of variable respiratory symptoms (e.g. wheeze, shortness of breath, cough and chest tightness) and excessive variation in lung function. Symptoms may vary between children. However, 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.

- 4.2 Our Centre recognises the need to educate the staff about asthma and to promote responsible asthma management strategies.

5. Implementation

- 5.1 A copy of all medical conditions policies will be provided to all Educators and volunteers and families of the Centre and reviewed on an annual basis. It is important that communication is open between families and Educators to ensure appropriate asthma management.

- 5.2 It is imperative that all Educators and volunteers at the Centre 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.

- 5.3 Centre Management will ensure:

1. All staff read and are aware of all medical condition policies and procedures, maintaining awareness of asthma management strategies upon employment at the Centre.
2. 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.
3. At least one staff member with current approved emergency asthma management training is on duty at all times, working in accordance with Regulations.
4. The details of approved emergency asthma management training are included on the staff record.
5. Parents are provided with a copy of the Centre's Asthma Policy upon enrolment of their child.
6. 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.
7. To identify children with asthma during the enrolment process and informing staff.
8. That families provide a completed Asthma Plan in consultation with and signed by, a medical practitioner prior the child starting at the Centre.
9. A long-term medication record is kept for each child to whom medication is to be administered by the Centre.
10. Families of all children with asthma provide reliever medication and a spacer (including a child's face mask if required) whilst their child is attending the Centre.
11. The asthma first aid procedure is consistent with current national recommendations.
12. All staff members are aware of the asthma first aid procedure.

13. The expiry date of reliever medication is checked regularly and replaced when required, and that spacers and facemasks are replaced after every use.
 14. Communication between management, Educators, staff and parents/guardians regarding the Centre's Asthma Policy and strategies are reviewed and discussed regularly to ensure compliance.
 15. All staff members are able to identify and minimise asthma triggers for children attending the Centre, where possible.
 16. Children with asthma are not discriminated against in any way.
 17. Children with asthma can participate in all activities safely and to their full potential.
 18. To communicate any concerns with parents/guardians regarding the management of children with asthma at the Centre.
 19. That medication is administered in accordance with the Administration of Medication Policy
- 5.4 In the event that a child suffers from an asthma emergency the Centre and staff will:
1. Follow the child's Asthma Action Plan.
 2. If the child does not respond to steps within the Asthma Action Plan call an ambulance immediately by dialling 000
 3. Continue first aid measures
 4. Contact the parent/guardian when practicable
 5. Contact the emergency contact if the parents or guardian can't be contacted when practicable
 6. Notify the regulatory authority within 24 hours
- 5.5 Educators will ensure:
1. They are aware of the Centre's 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.
 2. To maintain current approved asthma management qualifications.
 3. They are able to identify and, where possible, minimising asthma triggers as outlined in the child's Asthma Action Plan.
 4. Asthma first aid kit, children's personal asthma medication and Asthma Action Plans are taken on excursions or other offsite events, including emergency evacuations and drills.
 5. To administer prescribed asthma medication in accordance with the child's Asthma Action Plan.

6. To discuss with parents/guardians the requirements for completing the enrolment form and medication record for their child.
7. 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.
8. Communicate any concerns to parents/guardians if a child's asthma is limiting his/her ability to participate fully in all activities.
9. Children with asthma are not discriminated against in any way.
10. Children with asthma can participate in all activities safely and to their full potential, ensuring an inclusive program
11. Any asthma attacks are documented, advising parents as a matter of priority, when practicable.

5.6 Families will:

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

6. Related Legislation and Documents

Legislation	Related Policies
Education and Care Services National Regulation	Sick Children Policy Emergency Aid and Medical Treatment Policy Infection Control Policy

Legislation	Related Policies
Children (Education and Care Services) National Law NSW Revised National Quality Standard Asthma Australia	Child Supervision Policy Exclusion of Children with Medical Condition (Illness) Policy

7. Feedback

Families and staff may provide feedback about this document by emailing admin@baringachildcare.com

8. Approval and Review Details

Approval and Review Details

Approval and Review	Details
Approval Authority	Executive Officer
Administrator	Centre Director
Next Review Date	30 June 2021

Approval and Amendment History	Details
Original Approval Authority and Date	13 June 2019
Amendment Authority and Date	N/A
Notes	Updated to meet the National Law and National Regulations Updated the references to comply with revised National Quality Standard Amended sections of the policy to more closely align with Asthma Australia protocols