



ASTHMA POLICY

Introduction

It is generally accepted that children under the age of six do not have the skills and ability to recognise and manage their own asthma effectively. Therefore, the Preschool recognises the need to educate its staff and families about asthma and to promote responsible asthma management strategies.

Aim:

This *Asthma Policy* aims to:

- Raise awareness of asthma amongst those involved with the Preschool;
- Implement strategies to support the health and safety of children with asthma enrolled at the Preschool;
- Provide an environment in which children with asthma can participate in all activities to the full extent of their capabilities; and
- Provide a clear set of guidelines and expectations to be followed with regard to the management of asthma

Implementation Strategies:

The Approved Provider will:

- Provide Emergency Asthma Management training to all staff.

The Nominated Supervisor and Responsible Person will:

- Provide staff with a copy of this policy and brief them on asthma procedures upon their appointment;
- Ensure at least one staff member who has completed accredited asthma training is on duty whenever children are present at the Preschool;
- Identify children with asthma during the enrolment process via the enrolment form and inform staff;
- Provide those families with a copy of this policy and Asthma Action Plan form for completion upon enrolment or diagnosis;
- Ensure current *Asthma Care Plans* are in the child's enrolment record, on display after parental permission and in emergency health care folders (inside and in the emergency bag)
- Formalise and document the internal procedures for emergency *Asthma First Aid*.
- Ensure that an emergency *Asthma First Aid* poster is displayed in key locations;
- Ensure that the First Aid Kit contains an in date blue reliever medication (e.g. Airomir, Asmol, or Ventolin) a spacer device, face mask, concise written instructions on Asthma First Aid procedures
- Ensure that an accredited staff member correctly maintains the Asthma component of the First Aid Kit (eg. Regular checks of expiry dates on medication);
- Provide a mobile Asthma First Aid Kit for use on excursions;
- Promptly communicate any concerns to families should it be considered that a child's asthma is limiting his/her ability to participate fully in all activities
- Encourage open communication between families and staff regarding the status and impact of a child's asthma; and

- Assess risks and complete a Risk Minimisation document for each child in collaboration with the Asthma plan and symptoms. Ensure signed by educators and parent.

Educators will:

- Ensure that they maintain current accreditation in *Emergency Asthma Management*;
- Ensure that they are aware of the children in their care with asthma;
- Ensure, in consultation with the family, the health and safety of each child through supervised management of the child's asthma;
- Identify and, where practical, minimise asthma triggers in collaboration with minimisation plan;
- If necessary, modify activities in accordance with a child's needs and abilities;
- Ensure that all regular prescribed asthma medication is administered in accordance with the information on the child's written *Asthma Action Plan*;
- Administer emergency asthma medication if required, according to the child's written *Asthma Action Plan*. If no written *Asthma Action Plan* is available the *Asthma First Aid Plan* outlined in this document should be followed immediately;
- Promptly communicate, to management or parents/guardians, any concerns should it be considered that a child's asthma is limiting his/her ability to participate fully in all activities; and
- Ensure that children with asthma are treated the same as all other children.

Families will:

- Inform staff, either upon enrolment or on initial diagnosis, that their child has a history of asthma;
- Provide all relevant information regarding their child's asthma via the written Asthma Action Plan, which should be provided to the Preschool at the time of enrolment or prior to the commencement or upon formal diagnosis;
- Notify the Nominated Supervisor (Director), in writing or via email, of any changes to the Asthma Action Plan during the year;
- Ensure that their child has an adequate supply of appropriate and in date asthma medication (including reliever) at all times, along with a spacer and face mask;
- Ensure that they comply with all requirements and procedures in relation to the Medications Record;
- Communicate all relevant information and concerns to educators as the need arises (e.g. if asthma symptoms were present the previous evening); and
- Ensure, in consultation with the staff, the health and safety of their child through supervised management of the child's asthma.
- Review and sign risk minimisation and communication plan put together for their child.

Supporting Documentation

DOCUMENTATION TYPE	DOCUMENTATION NAME	LOCATION
Other Preschool Policies	<ul style="list-style-type: none"> • Medical Conditions Policy • Confidentiality Policy • First Aid Policy 	
Preschool Procedures	<ul style="list-style-type: none"> • Asthma First Aid Poster 	
Preschool Forms	<ul style="list-style-type: none"> • Incident Injury and Trauma form • Asthma Care Plan for Education and Care Services • Medication Report Form 	
DOE Form	Notification of Complaints and Incidents NL01	Appendix / Director computer
Resources	Asthma Australia – www.asthmaaustralia.org.au National Asthma Council – www.nationalasthma.org.au Asthma Foundation: 1800 278 462 www.allergy.org.au www.ascia.com.au	

Review History: Version 4

- March 2008 Policy created
- May 2014 Policy reviewed to reflect 2014 regulations
- August 2016 Policy reviewed and made as a separate policy from the medical conditions.
- August 2017 Policy reviewed and updated resources
- September 2020 Policy review and update of inclusion of risk minimisation plan by preschool
- August 2022 Policy reviewed no changes applied

Policy Availability

This Policy will be readily accessible to all staff, families and visitors. A hard copy is located at the sign in desk and a copy is accessible through our website www.nwcps.org

Legislative Links:

Education and Care Services National Law (Act 2010) Section 173
 Education and Care Services National Regulations 2011: 90, 91, 96
 Links to National Quality Standard: 2.1; 2.2; 7.1.2;7.1.3
 Health Records Act 2001