



Emmerick Street Community Pre-School
15 Emmerick Street, Lilyfield

Policy

Policy Name:	ASTHMA MANAGEMENT POLICY
Policy Number:	QA 2 008
Quality Area:	2: CHILDREN'S HEALTH AND SAFETY
Date Developed:	OCTOBER 2012
Version:	FINAL (3)
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Review date	AS NEEDED

1. Asthma Management

Adapted with permission from Asthma Foundation of Victoria, Asthma and the Child in Care Model Policy, Version 6.2, January 2011.

2. Background

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. With this in mind, Emmerick St Preschool recognises the need to educate its staff and families about asthma and to promote responsible asthma management strategies.

3. Links to other policies and procedures:

- Medical Conditions & Medications Policy
- Medical Conditions - Asthma Management Policy
- First Aid Policy
- Incidents, injuries and trauma policy
- Emergency and Evacuation Policy
- Communication Procedure - Medical Conditions
- Medical Conditions Risk Minimisation Plan

4. Aim

This Asthma Policy aims to:

To support the health and safety of children with asthma enrolled at the service, so they can participate in all activities to the full extent of their capabilities

5. Practices

5.1. Prevention and Risk Minimisation

The Nominated Supervisor will:

- Ensure all enrolment forms include: “Has your child ever had asthma?”
- Ensure families inform in writing what triggers their child's asthma attack
 - Families will do this by filling in the risk minimisation plan
 - Families will provide an Asthma Management Plan
- Ensure all staff are aware of the potential triggers for the children in their care.
- Work with staff to minimise asthma triggers in the preschool environment.
- Send out reminders to families twice annually to update their child's medical management plan and risk management plan, as per the medical conditions and medications policy.

Staff will:

- Identify and, where practical, minimise asthma triggers;

Families will:

- Ensure that they comply with all requirements and procedures in relation to the Medical conditions policy;

5.2. Individual Management of Children

The Nominated Supervisor will:

- Ensure at least one staff member who has completed accredited asthma training is on duty whenever children are present at the service;
- Identify children with asthma during the enrolment process and inform staff;
- Follow the Communication Procedure - medical conditions
- Provide families thus identified with a copy of this policy and Asthma Action Plan upon enrolment or diagnosis; (Asthma Action Plan template can be downloaded from www.asthma.org.au/LinkClick.aspx?fileticket=d-W_7r6MUrE%3d&tabid=282)
- Include Asthma Action Plans in the child's enrolment record;
- Encourage open communication between families and staff regarding the status and impact of a child's asthma; and
- 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.
- Ensure families, staff and volunteers have completed the risk minimisation plan.

Staff will:

- 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;
- Complete the risk minimisation plan
- Follow the Communication Procedure - Medical Conditions
- Where necessary, modify activities in accordance with a child's needs and abilities;
- 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 within seven (7) days of enrolment;
- Complete the risk minimisation plan
- Follow the Communication Procedure - medical conditions

- Notify the Nominated Supervisor, in writing, of any changes to the Asthma Action Plan during the year and update annually;
- Ensure that their child has an adequate supply of appropriate asthma medication (including reliever) at all times, along with a spacer and face mask;
- 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.

5.3. Storage and Disposal

The Approved Provider will:

- Ensure that the First Aid Kit contains a blue reliever medication (e.g. Airomir, Asmol, or Ventolin), a spacer device, face mask and concise written instructions on Asthma First Aid procedures.

The Nominated Supervisor will:

- Ensure that an accredited staff member correctly maintains the asthma component of the First Aid Kit (eg. regular checks of expiry dates on medication and replaces spacers if used);
- Provide a mobile Asthma First Aid Kit for use on excursions;

Families will:

- Ensure their child's asthma medication is given to staff to store in the medications box at the preschool.

5.4. Administration of Blue Reliever Medication

The Nominated Supervisor will:

- Formalise and document the internal procedures for emergency Asthma First Aid (See below)

Staff will:

- 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 Procedure outlined in this document should be followed immediately (see below);

6. Asthma First Aid Procedure

Educators and Staff will:

- Follow the General Emergency Procedure Guidelines and The Accident and Illness Emergency Procedure.
- Follow the below guidelines for administering first aid:

If child is unconscious:

- Follow DRSABCD - (Give nothing by mouth)

If child is conscious:

1. Help the child into a comfortable position
 - Usually sitting upright and leaning forward
 - Be reassuring and tell child/adult to take slow, deep breaths — ensure adequate fresh air.
2. Help with administration of medication as per their Asthma Action Plan or if no written Asthma Action Plan is available follow the 4:4:4 rule
 - Give 4 puffs one at a time of a blue reliever inhaler (use a spacer if available)
 - Patient takes 4 breaths after each puff
 - Wait 4 minutes
 - If no improvement, give another 4 puffs.
3. If child still can't breathe normally, call an ambulance 000
 - Dial triple zero (000) and keep giving 4 puffs every 4 minutes until ambulance arrives.
4. Contact the parent/guardian
5. Contact the person to be notified in the event of illness, if the parent/guardian cannot be contacted

7. Training and Professional Development

The Approved Provider will:

- Provide Emergency Asthma Management training to all staff every 3 years

The Nominated Supervisor will:

- Provide staff with a copy of this policy and brief them on asthma procedures upon their appointment;

Staff will:

- Ensure that they maintain current accreditation in Emergency Asthma Management (valid for three years).

Relevant Legislation

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

Sources

Guide to the Education and Care Services National Regulations (2011);
Education and Care Services National Regulations 2011;
St John First Aid Fact Sheet Asthma:
http://www.stjohn.org.au/index.php?option=com_content&view=article&id=22&Itemid=36