

## Children's (Health) - Asthma Policy

### Aim

The Centre aims to provide appropriate attention and care to children with asthma and ensure that such children are integrated into all activities. We encourage play and exercise for children with asthma. All staff members will uphold and implement positive beliefs and values in relation to children with asthma to develop a sense of security and confidence. Staff members will assist children with asthma, other children, visitors and families to understand asthma and medication in a positive manner.

### Implementation

Management will:

- Identify children with asthma during the enrolment process
- Provide all affected families with a copy of the Asthma Policy upon enrolment
- Opportunities for staff members to attend regular asthma training will be scheduled and staff allocated to attend, ensuring that the centre always has a minimum of 6 trained staff.
- Provide an ASCIA Asthma Record to all families of children with asthma on enrolment, and ensuring that is returned and displayed.
- Ensure all staff are informed of the children with Asthma in their care
- Ensure that an Asthma First Aid procedure is displayed as required.
- Encourage open communication between families & staff
- Identify and where possible, minimise asthma triggers using appropriate techniques, policies and procedures.

Staff will:

- Ensure that they maintain current Asthma First Aid Training
- Ensure that they are familiar with each child with asthma in the care
- In regular consultation families, optimise the health and safety of each child through supervised management of the child's asthma
- Only administer prescribed and approved medication.
- No medication prescribed for anyone other than a particular child will be given
- All medication must be clearly marked with the child's name and be stored appropriately IAW the **Majura Park Childcare medication policy**.
- Ensure that all regular prescribed asthma medication is administered in accordance with the information on Child's Asthma Record.
- Medication is to be administered (on a non-emergency basis) and is to be recorded accurately by the parent/guardian, in relation to time and dosage, and will be signed by a staff member on its administration.
- Communicate without undue delay to management and families, if they are concerned about a child's asthma limiting his/her ability to participate fully in all activities.
- Provides families with details of the Asthma Foundation

- <http://www.asthmaact.org.au/>

- 1800 645 130

Families will:

- Formally inform staff members and the Centre, either upon enrolment of their child with Asthma or on initial diagnosis (without undue delay), that their child has a history of asthma.

- Provide all relevant information regarding the child's asthma via the Asthma Record as provided by the child's doctor.
- Notify the Centre staff members, in writing, of any alterations to the Asthma Record.
- Ensure that their child maintains adequate supply of appropriate medication (reliever) and spacer device clearly labelled with the child's name including expiry dates.
- Communicate all relevant information and concerns to staff as the need arises.
- The Parent/guardian must give written authority for medication to be dispensed by filling in a Medication Form. If the Medication Form is not filled in, except in the case of an emergency, medication will not be administered on that day.
- Do not leave medications in the child's bag or locker. It must be provided directly to a staff member upon arrival.

**In the event of a child having an asthma attack whilst at the Centre:**

1. The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained staff member.
2. Asthma medication will be administered as outlined in the child's Asthma Record Form.
3. The parent/guardian will be contacted by phone immediately if staff members become concerned about the child's condition.
4. In the event of a severe attack, the Ambulance service will be contacted on 000 immediately and the 4 Step Asthma First Aid Plan will be implemented until Ambulance officers arrive.

**Related Procedures/Policies/Forms**

- **Emergency ASTHMA First Aid procedure**

**Legislative Requirements**

- Education and Care Services National Law and Regulations (ACT) 2011
- Work Health and Safety Regulations 2011
- National Quality Framework

**Who is affected by this policy?**

- Children and Families
- Staff and Management

**Sources and further reading:**

- Asthma Foundation <http://www.asthmaact.org.au>
- Health & Safety in Children's Services Model Policies and Practices
- Work Health and Safety Regulations 2011

---

**Review:** This policy will be reviewed annually. The review will be conducted by:

- Management and Employees
- Interested Parties (including Families, ACT Children's Services and Regulatory Unit, NQF etc)

Reviewed: 02 January 2015  
for next review: 01 January 2016

Date