

# ASTHMA MANAGEMENT POLICY

### Free Kindergarten

#### QUALITY AREA 3 | ELAA VERSION 1.3

#### PURPOSE

This policy will outline the procedures to:

- ensure ECT's/educators, staff and families are aware of their obligations and the best practice management of asthma at St John's Kindergarten
- ensure that all necessary information for the effective management of children with asthma enrolled at St John's Kindergarten is collected and recorded so that these children receive appropriate attention when required
- requirements for medical management plans are provided by parents/guardians for the child
- ensuring Asthma Action Plans are provided by parents/guardians for the child prior to commencement
- develop risk-minimisation and communication plans with parents/guardians
- respond to the needs of children who have not been diagnosed with asthma and who experience breathing difficulties (suspected asthma attack) at the service
- ensure ECT's/educators, staff and families follow the advice from Emergency Management Victoria associated with thunderstorm asthma events.

This policy should be read in conjunction with the Dealing with Medical Conditions Policy.



## POLICY STATEMENT

## VALUES

St John's Kindergarten is committed to:

- providing a safe and healthy environment for all children enrolled at the service
- providing an environment in which all children with asthma can participate to their full potential
- providing a clear set of guidelines and procedures to be followed with regard to the management of asthma
- educating and raising awareness about asthma among educators, staff, families and any other person(s) dealing with children enrolled at the service.

#### SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, families, children, and others attending the programs and activities of St John's Kindergarten, including during off site excursions and activities.

Asthma management should be viewed as a shared responsibility. While St John's Kindergarten recognises its duty of care towards children with asthma during their time at the service, the responsibility for ongoing asthma management rests with the child's family and registered medical practitioner.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/ guardians	Contractors, volunteers and students
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Providing all staff with access to the service's Asthma Management Policy, and ensuring that they are aware of asthma management strategies (refer to Procedures) upon employment at the service	R	J			
Providing families with access of the service's Asthma Management Policy and Dealing with Medical Conditions Policy upon enrolment of their child (Regulation 90, 91)	R	J			
Ensuring that induction procedures for casual and relief staff include information about children attending the service who have been diagnosed with asthma, and the location of their medication and action plans	R	R			
Providing approved Emergency Asthma Management (EAM) training ( <i>refer</i> <i>to Definitions</i> ) to staff as required under the National Regulations 136	R	J			
Ensuring at least one staff member with current approved Emergency	R	J			

Page 2 of 12

Asthma				
Management				
(EAM) training (refer				
<i>to Definitions)</i> is on				
duty at all times				
Ensuring that all				
educators'				
approved first aid				
qualifications,				
anaphylaxis				
management				
training and				
Emergency				
Asthma				
Management				
(EAM) training are				
current (within the	R	$\checkmark$		
previous 3 years),				
meet the				
requirements of				
the National Law				
(Section 169(4)) and				
National				
Regulations				
(Regulation 136,				
<i>137</i> ), and are				
approved by				
ACECQA				
Maintaining current				
approved				
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Page 3 of 12

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Page 4 of 12

Asthma Management | Date Reviewed March 25

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displaying the Asthma Action Plan, the nominated						
Asthma Action Plan, the nominated						
Plan, the nominated						
nominated						
Page 5 of 12						

Page 5 of 12

supervisor must					
explain to families					
they need to					
display the plan for					
the purpose of the					
child's safety and					
obtain their					
consent (refer to					
1					
Privacy and					
Confidentiality					
Policy)					
Ensuring that all					
children with					
asthma have an					
Asthma Action					
Plan, Risk	R	$\checkmark$		$\checkmark$	
Minimisation Plan					
and					
Communication					
Plan filed with their					
enrolment record					
Notifying staff, in					
writing, of any					
changes to the					
information on the				$\checkmark$	
Asthma Action					
Plan, enrolment					
form or medication					
record					
Providing an					
adequate supply of					
appropriate					
asthma medication					
and equipment for				$\checkmark$	
their child at all					
times and ensuring					
it is appropriately					
labelled with the					
child's name					
Consulting with the					
families of children					
with asthma in					
relation to the		1			
health and safety	R	$\checkmark$		$\checkmark$	
of their child, and					
the supervised					
management of					
the child's asthma					
Communicating					
any concerns to					
families if a child's	1	1	,		
asthma is limiting	$\checkmark$	$\checkmark$	$\checkmark$		
their ability to					
participate fully in					
all activities					
Compiling a list of					
	$\checkmark$	$\checkmark$	√		
children with		•			
asthma and					
Page 6 of 12					

Page 6 of 12

Asthma Management | Date Reviewed March 25

placing it in a					
secure, but readily					
accessible,					
location known to					
all staff. This should					
include the Asthma					
Action Plan for					
each child					
Ensuring that they					
can identify					
children displaying					
the symptoms of					
an asthma attack	-	1	1		
and locate their	R	$\checkmark$	$\checkmark$		
personal					
, medication,					
Asthma Action					
Plans and the					
asthma first aid kit					
Ensuring that					
medication is					
administered in					
accordance with	R	R	R		
the child's Asthma	IX.	I.			
Action Plan and the					
Administration of					
Medication Policy					
Ensuring a					
medication record					
is kept for each					
child to whom	R	$\checkmark$	$\checkmark$		
medication is to be					
administered by					
the service					
(Regulation 92)					
Ensuring families					
of all children with					
asthma provide					
reliever medication					
and a spacer	_	1			
(including a child's	R	$\checkmark$		R	
face mask, if					
required) at all					
times their child is					
attending the					
service					
Implementing an					
asthma first aid					
procedure (refer to	-	-	-		
Procedures)	R	R	R		
consistent with					
current national					
recommendations					
Ensuring that all					
staff are aware of	_	,			
	R	$\checkmark$			
the asthma first aid					
procedure					

Ensuring adequate				
provision and				
, maintenance of	R	$\checkmark$		
asthma first aid kits				
(refer to Definitions)				
Ensuring the expiry				
date of reliever				
medication is				
checked regularly				
and replaced when				
required, and that	R	$\checkmark$	√	
spacers and face				
masks that are				
from the services				
first aid kits are				
replaced after				
every use				
Facilitating				
communication				
between				
management, ECT,				
educators, staff	R			
and families	ĸ	V		
regarding the				
service's <i>Asthma</i>				
Management Policy				
and strategies				
Identifying and				
minimising asthma				
triggers ( <i>refer to</i>				
<i>Definitions)</i> for				
children attending	R	$\checkmark$	$\checkmark$	
the service as				
outlined in the				
child's Asthma				
Action Plan, where				
possible				
Ensuring that				
children with	1		,	
asthma are not	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
discriminated				
against in any way				
Ensuring				
programmed				
activities and				
experiences take				
into consideration	$\checkmark$	$\checkmark$	1	$\checkmark$
the individual	V	V	v	V
needs of all				
children, including				
Ensuring that				
	$\checkmark$	$\checkmark$	1	$\checkmark$
asthma can	ν	V	V	v
participate in all				
activities safely and				
any children with asthma Ensuring that children with				

to their full				
potential				
Immediately				
communicating				
any concerns with				
families regarding	_	1	1	
the management	R	$\checkmark$	$\checkmark$	
of children with				
asthma at the				
service				
Displaying Asthma				
Australia's Asthma				
First Aid poster				
(refer to Sources	R	$\checkmark$		
and Attachment 3)				
in key locations at				
the service				
Ensuring that				
medication is				
administered in	_			
	R	R	R	
accordance with				
the Administration				
of Medication Policy				
Ensuring that when				
medication has				
been administered				
to a child in an				
asthma emergency				
without				
authorisation from				
the				
parent/guardian or				
authorised				
nominee, medical	R	R	R	
practitioner or				
emergency				
services the				
parent/guardian of				
the child and				
emergency				
services are				
notified as soon as				
is practicable				
(Regulation 94)				
Following				
appropriate				
reporting				
procedures set out				
in the Incident,				
Injury, Trauma and				
Illness Policy in the	P	P	<b>P</b>	1
event that a child is	R	R	R	$\checkmark$
ill, or is involved in				
a medical				
emergency or an				
incident at the				
service that results				
in injury or trauma				
Page 9 of 12				

Page 9 of 12

Ensuring an Asthma Emergency Kit ( <i>refer to Definitions</i> ) is taken on all excursions and other offsite activities ( <i>refer to</i> <i>Excursions and</i> <i>Service Events</i> <i>Policy</i> )	R	R	Ą		
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## PROCEDURES

Asthma Australia's Asthma First Aid 2023:

https:/asthma.org.au/wp-content/uploads/2021/12/AAFA-First-Aid-2023-A3\_CMYK\_v10\_Blue.p



## **BACKGROUND AND LEGISLATION**

#### BACKGROUND

Asthma is a chronic, treatable health condition that affects approximately one in nine Australian children and is one of the most common reasons 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. With this in mind, a service must recognise the need to educate staff and families about asthma and 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 are protected from hazards and harm. The approved provider will ensure that there is at least one educator on duty at all times who has current approved emergency asthma management training in accordance with the *Education and Care Services National Regulations 2011 (Regulation 136(c))*. As a demonstration of duty of care and best practice, ELAA recommends all educators have current approved emergency asthma management training.

#### LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Health Records Act 2001 (Vic)
- National Quality Standard, Quality Area 2: Children's Health and Safety
- Privacy Act 1988 (Cth)
- Privacy and Data Protection Act 2014 (Vic)
- Public Health and Wellbeing Act 2008 (Vic)
- Public Health and Wellbeing Regulations 2009 (Vic)

#### The most current amendments to listed legislation can be found at:

- Victorian Legislation Victorian Law Today: <u>www.legislation.vic.gov.au</u>
- Commonwealth Legislation Federal Register of Legislation: <u>www.legislation.gov.au</u>

Page 10 of 12

#### **DEFINITIONS**

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

**Approved Emergency Asthma Management (EAM) training:** Training that is approved by the National Authority in accordance with Division 7 of the National Regulations and is listed on the ACECQA website: <u>http://www.acecqa.gov.au</u>. EAM training provides knowledge about the underlying causes of asthma, asthma triggers, and the recognition and treatment of an asthma attack.

Asthma Action Plan: A record of information on an individual child's asthma and its management, including contact details, what to do when the child's asthma worsens and the treatment to be administered in an emergency. An Asthma Action Plan template specifically for use in children's services can be downloaded from Asthma Australia's website: www.asthma.org.au (refer to Attachment 2)

Asthma emergency: The onset of unstable or deteriorating asthma symptoms requiring immediate treatment with reliever medication.

Asthma Emergency Kit : Kits should contain:

- reliever medication
- 2 small volume spacer devices
- 2 compatible children's face masks (for children under the age of four)
- record form
- asthma first aid instruction card.

The Asthma Australia recommends that spacers and face masks are for single use only. It is essential to have at least two spacers and two face masks in each first aid kit, and these should be replaced once used. These used items can be provided to the child/family as a means of suitability.

**Asthma triggers:** Things that may induce asthma symptoms, for example, pollens, colds/viruses, dust mites, smoke and exercise. Asthma triggers will vary from child to child.

Metered dose inhaler (puffer): A common device used to administer reliever medication.

Puffer: The common name for a metered dose inhaler.

**Reliever medication:** This comes in a blue/grey metered dose inhaler containing salbutamol, an ingredient used to relax the muscles around the airways to relieve asthma symptoms. This medication is always used in an asthma emergency. Reliever medication is commonly sold by pharmacies as Airomir, Asmol, Ventolin or Zempreon.

**Risk minimisation plan:** Provides information about child-specific asthma triggers and strategies to avoid these in the service (*refer to Attachment 3*).

**Spacer:** A plastic chamber device used to increase the efficiency of delivery of reliever medication from a puffer. It should always be used in conjunction with a puffer device and may be used in conjunction with a face mask.



## SOURCES AND RELATED POLICIES

#### SOURCES

- Asthma Australia: <u>www.asthma.org.au</u> or phone 1800 278 462 (toll free)
- Australian Children's Education and Care Quality Authority (ACECQA):
  <u>www.acecqa.gov.au</u>
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011, ACECQA.

#### **REELATED POLICIES**

- Administration of Medication
- Anaphylaxis and Allergic Reactions
- Dealing with Medical Conditions
- Emergency and Evacuation
- Excursions and Service Events
- Incident, Injury, Trauma and Illness
- Privacy and Confidentiality
- Staffing

#### **EVALUATION**



In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).



## ATTACHMENTS

- Attachment 1: Asthma Action Plan download from the Asthma Australia website: <u>https://asthma.org.au/treatment-diagnosis/asthma-action-plan/</u>
- Attachment 2: Asthma First Aid poster 2023 download from the Asthma Australia website:

https:/asthma.org.au/wp-content/uploads/2021/12/AAFA-First-Aid-2023-A3\_CMY K\_v10\_Blue.pdf

• Attachment 3: Asthma Risk Minimisation Plan – download from the Asthma Australia website: <a href="https://asthma.org.au/support/how-we-can-help/resources/">https://asthma.org.au/support/how-we-can-help/resources/</a>



#### **AUTHORISATION**

This policy was adopted by the approved provider of St John's Kindergarten on 11th March 2025 **REVIEW DATE:** May 2027