



Asthma Management Policy and Procedure

QA2 – P04

Relevant Legislation
Education and Care Services National Regulations
90 Medical Conditions Policy
90 (I)(V) Medical Conditions Communication Plan
91 Medical Conditions Policy to be Provided to Parents
92 Medication Record
93 Administration of Medication
94 Exception to authorisation Requirement - Anaphylaxis or Asthma emergency
162 Health information to be kept in enrolment record

National Quality Standards		
Quality Area 2: Children’s Health and Safety		
2.1	Health	Each child’s health and physical activity is supported and promoted.

Policy Objective

The objective of this policy is to ensure compliance with the Education and Care Services National Regulations, 2011 (Revised 2018) and the Education and Care Services National Quality Standards (Revised 2018).

This sets out the requirements for Health and Safety policies and practices in relation to management of medical conditions. This policy relates to children, educators, visitors, and management.

Rationale

We aim to provide a safe and healthy environment for all children enrolled at the service, in which all children with asthma can actively participate in all areas of learning. We are committed to being an Asthma friendly service, as outlined by Asthma Australia:

- The majority of educators have current training in Asthma First Aid and routine management.
- At least one educator on duty at any time holds a current ACECQA approved certificate with competency assessed Emergency Asthma Management Training.
- Asthma First Aid information is available for employees and parents/guardians.

Asthma is a treatable lung condition of the airways that affects many young children. A good management plan is the keyway to manage asthma, to enable those affected to not need any restrictions applied to their daily activities.

Symptoms of asthma include coughing (particularly in the early morning or night) wheezing, tightness of chest, difficulty in breathing and shortness of breath. As with all signs of asthma, you don’t have to see all of them to have asthma.



Asthma Management Policy and Procedure

QA2 – P04

It is generally accepted that children under the age of six years do not have the skills and ability to recognise and manage their own asthma, without adult assistance. Our service recognises the need to educate all educators and parents / guardians about asthma, and to promote responsible asthma management strategies.

For the health, safety and welfare of the children, our service will ensure that there is at least one educator on duty at all times who has a current and approved emergency asthma management training, in accordance with the governing legislation.

Practices

The service will involve all educators, parents/ guardians and children in regular discussions about medical conditions and general health and wellbeing throughout our program. The service will adhere to privacy and confidentiality procedures when dealing with individual health needs.

A copy of the Medical Conditions Policy will be provided to all parents / guardians on enrolment, and all employees and volunteers at the service.

It is imperative that all educators at the service follow all children's Asthma Action Plan and Medical Conditions Management Plan, in the event of an incident related to a child's specific health care needs.

Service Manager / Nominated Supervisor / Responsible Person:

- Ensure all employees read and are aware of all medical condition policies and procedures, ensuring that they have knowledge of any Action Plans, Medical Condition Management Plans, Individual Medical Risk Minimisation Plans and strategies upon commencement of employment at the service.
- Ensure that all the educators approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current, meet the requirements of the National Law, National Regulations and are approved by ACECQA.
- Ensure that a minimum of one educator with current approved Emergency Asthma Management training, is always on duty.
- Ensure all children diagnosed with asthma are identified during the enrolment process.
- Provide parents / guardians a copy of the services Asthma Management Policy and Procedure upon enrolment.
- Develop an Individual Risk Management Plan for each child with asthma in conjunction with parents / guardians and educators.
- Ensure that all children with asthma have an:
 - Asthma Action Plan (*completed with medical practitioner*)
 - Medical Conditions Management Plan (*completed with medical practitioner*)
 - Individual Risk Minimisation plan (*completed by service and family together*)

It is the responsibility of the Nominated Supervisor / Service Manager to ensure that copies of documents relating to Medical Conditions will be located and available as follows:

In Classroom of Child

- Action Plan – *Laminated and placed somewhere visible to educators only*
- Medical Conditions Management Plan & Individual Medical Risk Minimisation Plan – *in plastic sleeve located below Action plan*

In Office

- Action Plan, Medical Conditions Management Plan & Individual Medical Risk Minimisation Plan – *to be located in child's enrolment file*

In Staff Room

- Action Plan, Medical Conditions Management Plan & Individual Medical Risk Minimisation Plan - *to be located in Medical Conditions Folder in the staff room.*
- This folder is to be updated monthly from and cross checked with Qikkids, prior to the monthly team meeting, with any changes or new conditions to be discussed during the meeting.
- All Educators must sign the back of all 3 of these documents for children with Medical Conditions.
- If any new Medical Conditions arise throughout the month, a copy must be left somewhere visible for **ALL** employees to sign and acknowledge before it is placed in the Medical Conditions folder in the Staff room.

Kitchen

In addition to the locations above, children who have a food related allergy, must have.

- Action Plan – *Laminated and placed somewhere visible*
- Medical Conditions Management Plan & Individual Medical Risk Minimisation Plan – *accessible nearby*

It is the responsibility of the Nominated Supervisor / Service Manager to ensure that any changes or reviewed plans / paperwork are updated and replaced in **ALL** of these locations above and resigned by employees as required.

- Ensure this outlines the condition and describes the prescribed medication for that child and the circumstances in which the medication should be used.
- Ensure that all details of medical conditions, including asthma, are recorded on the Medical Conditions Summary table, and that relevant plans will be reviewed 6 monthly, and updated and resubmitted to the service on a 12-monthly basis.
- Ensure that all Asthma Action Plans have been sighted by all educators and displayed in the necessary key locations at the service.
- Ensure a Medication Administration Consent Form is kept for each child for each child whose medication is to be administered by the service.

- Ensure all parents / guardians of all children with asthma provide reliever medication and a spacer at all times in which their child is attending the service.
- Ensure that the expiry date of the reliever medication is checked regularly and replaced when required.
- Ensure that no child who has been prescribed asthma medication is permitted to attend the service without their medication, and that medication is within its expiry date.
- Communicate any concerns with the parent / guardians regarding the management of children with asthma at the service and record this communication on the back page of the Individual Risk Management Plan.
- Ensure medication is administered in accordance with the Medication Administering Policy and Procedure.
- **In the event that a child suffered from an Asthma emergency the service educators:**
 - Follow the child's Asthma Action Plan
 - If the child does not respond to the steps within their Asthma Action Plan, call an ambulance immediately by dialing 000
 - Continue First Aid measures
 - Contact the parent / guardian as soon as practicable
 - Contact the emergency contact if the parents / guardian cannot be contacted
 - An educator is to accompany the child in the ambulance if the parent/guardian or emergency contact is not in attendance
 - Notify the General Manager or Operations/Education Manager as soon as practicable
- **Immediately after an emergency, the following will need to be carried out:**
 - All Employees involved in the situation are to complete an Incident Report Form and detailed file notes as per the Incident Injury and Trauma Policy and Procedure
 - File a copy of the Incident Report Form with the child's enrolment file
 - Service Manager/Nominated Supervisor in conjunction with Educators/employees will discuss the procedures that were in place
 - Service Manager/Nominated Supervisor in conjunction with educators/employees will discuss the incident and any improvements to strategies that may be required
 - Complete the Incident/Complaint notification form, obtain the supporting documentation and email through to Head Office for reporting to the regulatory authority within 24hrs of the incident occurring

Educators:

- Maintain current approved Asthma Management Qualifications
- Identify where possible, minimising asthma triggers as outlined in the children's Individual Risk Minimisation Plan.
- Administer prescribed asthma medication in accordance with the child's Asthma Action Plan and Medical Condition Management Plan.

- Ensure an Individual Risk Management Plan is developed for every child with asthma in consultation with the parent / guardians, to assess the service environment.
- To communicate with parents / guardians of children with asthma, the requirements for completing the Medication Administration Consent Form.
- Ensure that if a family advises them of a new medical condition, or a change to an existing medical condition, that they (the educator) will ensure that this vital information is passed on to the Service Manager / Nominated Supervisor with urgency and that the family provide an updated Action Plan, Medical Conditions Management Plan and that they review the Individual Medical Risk Management Plan with the service.
- Communicate with parents / guardians of children with asthma, in relations to the health and safety or any concerns and record this communication on the back page of the Individual Medical Risk Management Plan.
- Document any asthma attacks in detail and advise parents / guardians as a matter of priority where practicable.
- **In the event that a child suffered from an asthma emergency the service educators:**
 - Follow the child's Asthma Action Plan
 - Notify the Service Manager
 - If the child does not respond to the steps within their Asthma Action Plan, call an ambulance immediately by dialing 000
 - Continue First Aid measures
 - Contact the parent / guardian as soon as practicable
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Parents / Guardians:

- Read the services Asthma Management Policy and Procedure and Medical Conditions Policy.
- Inform the Service Manager / educators on enrolment, or at the time of initial diagnoses, that their child has asthma.

- Provide the service with a copy of their child’s Asthma Action Plan, and their Medical Conditions Management Plan – both of which have been prepared in consultation with and signed by a medical practitioner.
- Be involved with the service in developing and Individual Risk Minimisation Plan for their child with Asthma.
- Ensure all details on their child’s enrolment form and medication record are completed prior to their child’s commencement at the service.
- Ensure the Asthma Action Plan and Medical Conditions Management Plan is reviewed by their medical practitioner every 6 months, and an updated copy is provided to the service yearly.
- Provide an adequate supply of appropriate asthma medication and equipment for their child at the service and ensure their medication expiry date is current.
- Understand that failure to provide up to date plans, and medication within date, may result in refusal of care by the service, until such time that these things are rectified.
- Immediately notify employees of any changes to their child’s asthma condition and provide a new Asthma Action Plan and Medical Conditions Management Plan accordingly (completed by a medical practitioner). It is also required that Individual Medical Risk Management Plan be reviewed with the service.
- Continue to regularly communicate with the Service Manager and educators, in relation to the ongoing health and wellbeing of their child and the management of their child’s asthma.

Associated Documents

- Anaphylaxis Action Plan
- Incident/ Complaint Notification Form
- Incident Report Form
- Individual Medical Risk Minimisation Plan
- Medication Administration Consent Form
- Medical Conditions Incident Occurrence Record
- Medical Conditions Management Plan
- Medical Conditions Summary Table

Policies

- Incident, Injury and Trauma Policy and Procedure
- Medical Conditions Policy
- Medication Administering Policy and Procedure

References

Education and Care Services National Regulations 2011 (Revised 2018).

National Quality Standards for Education and Care Services (Revised 2018).



Asthma Management Policy and Procedure

QA2 – P04

Resources

The Australian Children's Education & Care Quality Authority: <http://www.acecqa.gov.au/>

Asthma Australia: <http://asthma.org.au>

Notes

Information relating to this policy is communicated throughout the Service using a variety of the following:

Newsletters, emails, Parent and Team handbooks, Team meetings and memos, planned experiences for the children, notice boards and posters, pamphlets and information sheets in the foyer, role modelling and signs displayed around the classrooms and Service.

Policy Written by: Lauren McMahon & Tamir Tukino	Version 1.4	Date: June 2020
Approved by: General Manager	Approved Date: February 2021	Next review date: February 2022

Notification Types and Timeframes

- ASAP - But within 24 hrs
- Within 24 hours
- Within 7 days



