

# The Kinder Garden



## Asthma Policy

### Aim

It is the aim of this policy to ensure that The Kinder Garden effectively cares for, manages and supports children with asthma, minimises the risk of asthma attacks occurring whilst the child/ren are in attendance; and that staff members are aware of how to care for children who have asthma within the service.

### Legislative Requirements

Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011  
National Quality Standards 2011

### Who is affected by this policy?

Child  
Families  
Staff  
Management

### Implementation

This policy should be read in conjunction with The Kinder Garden Medical Conditions Policy; Asthma Management Plan; Asthma First Aid Chart; and Medical Conditions Policy.

Approved Provider/Nominated Supervisor will:

- Identify children with asthma during the enrolment process
- Provide families with a copy of the asthma policy upon enrolment
- Provide staff with a copy of the asthma policy
- Provide opportunity/encouragement for staff to attend regular asthma training
- Ensure families provide a copy of the Asthma Management/Care Plan prepared specifically for that child by their physician to the service upon enrolment
- Ensure that a risk minimisation plan is developed in consultation with the child's parents/guardians for each enrolled child diagnosed with asthma
- Ensure that a communication plan is developed for staff and parents/guardians to encourage ongoing communication between parents/guardians and staff regarding the management of the child's asthma.
- Ensure all educators/staff are informed of the children with asthma in their care
- Ensure that an Asthma First Aid poster is displayed in each room and key locations
- Encourage open communication between families & educators/staff
- Identify and where practicable, minimise asthma triggers.
- Ensure that at all times the children are being educated and cared for by the service, at least one educator/staff member who holds a current approved first aid qualification and has undertaken current approved emergency asthma management training is in attendance.

Educators/Staff will:

- Ensure that they maintain current Asthma First Aid training
- Ensure that they are aware of children in their care with asthma
- In consultation with the family, optimise the health and safety of each child through supervised management of the child's asthma
- Ensure to only administer prescribed medication marked clearly with the child's name
- Ensure that all regular prescribed asthma medication is administered in accordance with the information in the child's Asthma Management/Care Plan
- Ensure that any asthma medication to be administered (on a non-emergency basis) outside of the usual requirements of the child's Asthma Management/Care Plan are documented by the parent/guardian at drop-off (including required time and dosage), and signed by two educators/staff members upon administration of the medication.
- Promptly communicate, to management and families, if they are concerned about a child's asthma limiting his/her ability to participate fully in all activities.
- Provide families with details of Asthma Australia.

- [www.asthmaaustralia.org.au](http://www.asthmaaustralia.org.au)
- **1800 278 462**

Families will:

- Inform educators/staff, either upon enrolment or on initial diagnosis, that their child has a history of asthma
- Provide all relevant information regarding the child's asthma via the Asthma Management/Care Plan prepared by the child's doctor.
- Notify educators/staff, in writing, of any changes to the Asthma Management/Care Plan during the year.
- Ensure that their child has adequate supply of appropriate medication (reliever) and spacer device clearly labeled with the child's name including expiry dates.
- Communicate all relevant information and concerns to educators/staff as the need arises
- 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.
- NOT leave medications in your child's bag or locker. Give it directly to an educator/staff member on arrival and collect on departure.

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

1. The child will be comforted, reassured and placed in a quiet area under the direct supervision of a suitably experienced member of staff with First Aid and Asthma training
2. Asthma medication will be administered as outlined in the child's Asthma Management/Care Plan
3. The Parent/Guardian will be contacted by phone immediately if educators/staff become concerned about the child's condition
4. In the event of a severe attack, the Ambulance Service will be contacted immediately and the 4 Step Asthma First Aid Plan will be implemented until the ambulance officers arrive.

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

## Sources

Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011  
Work Health and Safety Act 2011  
Work Health and Safety Regulations 2011  
Asthma Australia [www.asthmaaustralia.org.au](http://www.asthmaaustralia.org.au) Retrieved: 6<sup>th</sup> March 2017

## Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Reviewed:** March 2017

**Date for next review:** March 2018