

STATEMENT

Asthma is a chronic health condition, which is one of the most common reasons for childhood admission to hospital. Correct asthma management will assist to minimise the impact of asthma. Children under the age of six usually do not have the skills or ability to recognise and manage their own asthma effectively. With this in mind, our Service recognises the need to educate its staff and families about asthma and to implement responsible asthma management strategies

PURPOSE

The Education and Care Services National Regulations requires approved providers to ensure their services have policies and procedures in place for medical conditions including asthma management. We aim to provide a safe and healthy environment for all children enrolled at the Out of School Hours Care (OSHC) Service. We believe in providing children with asthma the ability to participate in the programmed learning activities and experiences ensuring an inclusive environment is upheld. We ensure all staff, educators and volunteers follow our Asthma Management Policy and procedures and children's medical management plans.

SCOPE

This policy applies to children, families, staff, management the approved provider, nominated supervisor, students and visitors of the OSHC Service.

DUTY OF CARE

We are committed to be an Asthma Friendly Service as outlined by Asthma Australia. This means:

- The majority of staff have current training in Asthma First Aid and routine Asthma management
- At least one staff member holds a current ACECQA approved Emergency Asthma Management certificate during the service operation time;
- Asthma Emergency Kits (AEKs) are accessible to staff and include in-date reliever medication
- Asthma First Aid posters are on display and information is available for staff and parents;
- Policies are Asthma Friendly

Source: Australian Children's Education & Care Quality Authority (acecqa.gov.au)

Our Out of School Hours Care (OSHC) Service has a legal responsibility to take reasonable steps to ensure the health needs of children enrolled in the service are met. This includes our responsibility to provide:

- A. a safe environment free from foreseeable harm and
- B. adequate Supervision for children.

Nominated Supervisor, Responsible Person and Educators must have adequate knowledge of the signs and symptoms of asthma to ensure the safety and wellbeing of the children. Management will ensure educators are aware of children's Medical Management Plan and Risk Management Plans.

BACKGROUND

Asthma is clinically defined as a chronic lung disease, which can be controlled but not cured. In clinical practice, asthma is defined by the presence of both excessive variation in lung function, i.e. variation in expiratory airflow that is greater than that seen in healthy children ('variable airflow limitation'), and respiratory symptoms (e.g. wheeze, shortness of breath, cough, chest tightness) that vary over time and may be present or absent at any point in time (National Asthma Council Australia, 2015, p.4).

Asthma affects approximately 1 in 10 Australian children and adults. It is the most common reason for childhood admission to hospital. However, with correct 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. Our OSHC Service recognises the need to educate the staff and parents/guardians about asthma and to promote responsible asthma management strategies.

Asthma causes three main changes to the airways inside the lungs, and all of these can happen together:

- The thin layer of muscle within the wall of an airway can contract to make it tighter and narrower – reliever medicines work by relaxing these muscles in the airways.
- The inside walls of the airways can become swollen, leaving less space inside – preventer medicines work by reducing the inflammation that causes the swelling.
- Mucus can block the inside of the airways – preventer medicines also reduce mucus.

Legislation that governs the operation of approved children's services is based on the health, safety and welfare of children, and requires that children be protected from hazards and harm. Our Service will ensure that at least one educator on duty has current approved emergency asthma management training in accordance with the Education and Care Services National Regulations.

IMPLEMENTATION

We will involve all educators, families, and children in regular discussions about medical conditions and general health and wellbeing throughout our curriculum. The Service will adhere to privacy and confidentiality procedures when dealing with individual health needs. It is imperative that all educators and volunteers at our OSHC Service follow each individual child's Medical Management Plan in the event of an incident related to a child's specific health care need, allergy or medical condition.

MANAGEMENT AND NOMINATED SUPERVISOR WILL ENSURE:

- That as part of the enrolment process, all parents/guardians are asked whether their child has a medical condition and clearly document this information on the child's enrolment record
- If the answer is yes, the parents/guardians are required to provide a medical management plan and signed by a registered medical practitioner prior to their child's commencement at the Service [see section below- In Services where a child is diagnosed with asthma]
- Parents/Families are provided with a copy of the Service's Medical Conditions Policy, Asthma Management Policy and Administration of Medication Policy upon enrolment of their child
- Written consent is requested from families on the enrolment form to administer emergency asthma medication or treatment if required;
- At least one educator or nominated supervisor with a current accredited first aid certificate, emergency asthma management and emergency anaphylaxis management certificate (as approved by ACECQA) is in attendance at all times education and care is provided by the Service as per Regulation 136(c)
- That all staff members are aware of:
 - any child identified with asthma enrolled in the service
 - the child's individual medical management plan/action plan
 - symptoms and recommended first aid procedure for asthma and
 - the location of the child's asthma medication
- all staff members are able to identify and minimise asthma triggers for children attending the Service where possible
- New educators will read and be aware of all medical condition policies and procedures, maintaining awareness of asthma management strategies;
- children with asthma are not discriminated against in any way
- children with asthma can participate in all activities safely and to their full potential

- Asthma Australia's Asthma First Aid for posters are displayed in key locations at the Service
- that medication is administered in accordance with the Administration of Medication Policy
- that in the event of a serious incident such as a severe asthma attack, notification to the regulatory authority is made within 24 hours of the incident
- Communication between management, educators, staff and parents/guardians regarding the Service's Asthma Management Policy and strategies are reviewed and discussed regularly to ensure compliance and best practice

IN SERVICES WHERE A CHILD DIAGNOSED WITH ASTHMA IS ENROLLED, THE NOMINATED SUPERVISOR/RESPONSIBLE PERSON WILL:

- Meet with the parents/guardians to begin the communication process for managing the child's medical condition
- Not permit the child to begin education and care until a medical management plan developed in consultation with parents/families and the child's medical practitioner is provided
- Develop and document a risk minimisation plan in collaboration with parents/guardian [see Risk Minimisation Plan section]
- Discuss with the requirements for completing an Administration of Medication Record for their child
- Discuss authorisation for children to self-administer asthma medication if applicable. Any authorisations for self-administration must be documented in the child's medical management plan and approved by the OSHC Service, parents/guardian and the child's medical management team
- Ensure the medical management plan includes:
 - Specific details of the child's diagnosed medical condition
 - Supporting documentation (if required)
 - A recent photo of the child
 - Triggers for asthma (signs and symptoms)
 - List of usual asthma medicines including doses and self-medication (if applicable)
 - Response for an asthma emergency including medication to be administered
 - Contact details and signature of the registered medical practitioner
 - Date the plan should be reviewed
- Keep a copy of the child's asthma medical management plan and risk minimisation plan in the enrolment record
- Ensure families provide reliever medication and a spacer whilst their child attends the OSHC Service
- Collaborate with parents/guardians to develop and implement a communication plan and communicate any concerns with parents/guardians regarding the management of their child's asthma whilst at the Service [see Communication Plan section]
- Ensure that a staff member accompanying children outside the Service carries a copy of each child's individual asthma medical management action plan and required medication
- Ensure an Administration of Medication Record is kept for each child to whom medication is to be administered by the Service
- Ensure families update their child's asthma medical management/action plan regularly or whenever a change to the child's management of asthma occurs
- Regularly check the expiry date of reliever medication and ensure that spacers and facemasks are cleaned after every use

EDUCATORS WILL ENSURE:

- They are aware of the Services Asthma Policy and asthma first aid procedure;
- To maintain current approved emergency Asthma Management qualifications;
- Be able to identify and, where possible, minimise asthma triggers as outlined in the child's Asthma medical management plan and risk minimisation plan
- Ensure the first aid kit, children's personal asthma medication and Asthma medical management/action plans are taken on excursions or other offsite events, including emergency evacuations and drills

- Administer prescribed asthma medication in accordance with the child's Asthma Action Plan and the Service's Administration of Medication Policy
- Ensure any asthma attacks are clearly documented in the Incident, Injury, Trauma or Illness Record and advise parents as a matter of priority, when practicable
- To consult with the parents/guardians of children with asthma in relation to the health and safety of their child; and the supervised management of the child's asthma
- To communicate any concerns to parents/guardians if a child's asthma is limiting his/her ability to participate fully in all activities;
- That children with asthma are not discriminated against in any way;
- That children with asthma can participate in activities safely and to their full potential, ensuring an inclusive program;

FAMILIES WILL:

- Inform staff, either on enrolment or on initial diagnosis, that their child has asthma
- Read and be familiar with the Service's Asthma Management Policy
- Provide a copy of their child's Asthma Action Plan to the Service ensuring it has been prepared in consultation with, and signed by, a medical practitioner;
- Provide written authorisation to the OSHC Service for their child to self-administer medication (if applicable)
- Develop a risk minimisation plan in collaboration with the Nominated Supervisor/Responsible Person and other service staff
- Ensure all details on their child's enrolment form and medication record are completed prior to commencement at the Out of School Hours Care Service
- Provide an adequate supply of appropriate asthma medication and equipment for their child at all times;
- Have the Asthma Action Plan reviewed and updated at least every 3 years or whenever medication or management changes;
- Notify the Service in writing, of any changes to the information on the Asthma Action Plan, enrolment form, or medication record;
- Communicate regularly with the Responsible Person in relation to the ongoing health and wellbeing of their child, and the management of their child's asthma;
- Encourage their child to learn about their asthma, and to communicate with the Service if they are unwell or experiencing asthma symptoms.

If a child suffers from an asthma emergency the Service and staff will:

- Follow the child's Asthma Action Plan
- If the child does not respond to steps within the Asthma Action Plan call an ambulance immediately by dialling 000
- Continue first aid measures
- Contact the parent/guardian when practicable
- Contact the emergency contact if the parents or guardian can't be contacted when practicable
- Notify the Regulatory Authority within 24 hours

REPORTING PROCEDURES

Any incident involving serious illness of a child while the child is being educated and cared for by the Service for which the child attended, or ought reasonably to have attended a hospital e.g., severe asthma attack is considered a serious incident (Regulation 12).

- Staff members involved in the incident are to complete an *Incident, Injury, Trauma and Illness Record*
- Ensure the parent or guardian signs the *Incident, Injury, Trauma and Illness Record*
- Place a copy of the record in the child's file
- The Responsible Person will inform the Service management about the incident
- the Nominated Supervisor or the Approved Provider will inform Regulatory Authority of the incident within 24 hours through the [NOA IT System](#) (as per regulations)

- staff will be debriefed after each serious incident and the child's individual medical management plan/action plan and risk minimisation plan evaluated, including a discussion of the effectiveness of the procedure used
- staff will discuss the exposure to the allergen and the strategies that need to be implemented and maintained to prevent further exposure.

RISK MINIMISATION PLAN FOR A CHILD WITH DIAGNOSED ASTHMA

The Responsible Person, together with the parents/guardians of a child with asthma, will discuss and agree on a Risk Minimisation Plan of action for the emergency management of an asthma attack based on the child's Asthma Action Plan. This plan will be included as part of, or attached to, the child's asthma medical management/action plan and enrolment record.

The plan will assess and minimise risks relating to the child's diagnosed health care need including any known allergens. Strategies for minimising the risk are developed and implemented. The risk minimisation plan is to be updated whenever the child's medical management plan is changed or updated.

Common asthma triggers include:

- viral infections- such as colds, flu and respiratory conditions
- cigarette smoke
- physical exercise
- allergens- mould, pollens, pets
- irritants in the environment- dust, pollution, wood/bush fire smoke
- weather- changes in air temperature or thunderstorms
- chemicals and strong smells- perfumes, cleaning products
- stress or high emotions (including laughter or crying)

COMMUNICATION PLAN

A communication plan will be created in accordance with our Medical Conditions Policy. The communication plan will be developed in collaboration with parents/guardians. It will detail the negotiated and documented manner to communicate any changes to the child's medical management plan and risk management plan for the child with relevant staff, educators, and volunteers. Any changes to a child's medical management plan and risk minimisation plans will be documented in the communication plan.

CONTINUOUS IMPROVEMENT/REFLECTION

Our Asthma Management Policy will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

COMPLIANCE

NATIONAL QUALITY STANDARD (NQS)		
QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
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EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
12	Meaning of a serious incident
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
89	First aid kits
90	Medical conditions policy
90(1)(iv)	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
95	Procedure for administration of medication
136	First aid qualifications
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
174	Time to notify certain circumstances to Regulatory Authority

SOURCE

- Asthma Australia <https://asthma.org.au>
- Australian Children's Education & Care Quality Authority. (2021). Dealing with Medical Conditions in Children Policy Guidelines
- Early Childhood Australia Code of Ethics. (2016).
- Education and Care Services National Law Act 2010. (Amended 2023).
- Education and Care Services National Regulations. (Amended 2023).
- Guide to the National Quality Framework (2017). (Amended 2023).
- National Asthma Council Australia. (2015). *Australian asthma handbook: Quick reference guide*. <https://www.astmahandbook.org.au/>
- National Asthma Council Australia. (2019). *My asthma guide*. <https://www.nationalasthma.org.au/living-with-asthma/resources/patients-carers/brochures/my-asthma-guide>
- National Health and Medical Research Council. (2013). *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th Ed.). Australia: Commonwealth of Australia. NSW Government. (n.d.).
- Revised National Quality Standard. (2018).

RECORD OF REVISIONS

Unless the Policy specifically states otherwise, the Policy does not form part of your employment agreement with KCS. KCS may unilaterally vary, remove or replace this Policy at any time. To the extent that this Policy imposes any obligations on KCS and/or purports to provide any right or benefit to you, those obligations are not contractual and do not give rise to any contractual rights. The Employee is required to be familiar with the content of the Policy and comply with the terms at all times.

File Reference	CSP011 – Asthma Management Policy				
Date Created	October 2021	Created By	Jordan Ross	Responsible	Children's Services Manager

Version Number	Modified or Reviewed by	Modifications Made/Notes	Date	STATUS (Internal, External, Archived)
1	Tury To	Updated content from KCS Medical Conditions Policy	August 2020	External
2	Jordan Ross	<ul style="list-style-type: none"> • New format • Major changes/rearrangement of policy for consistency with related medical conditions policies (anaphylaxis, diabetes, epilepsy) • deletion of repetitive statements in all sections • new sections added- 'In services where a child is diagnosed with asthma' and 'Reporting procedures' • Policy review includes ACECQA policy guidelines/components (June 2021) • continuous improvement/reflection section added 	August 2023	External