



## PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE

3-7 Shields Lane, Pennant Hills NSW 2120. Telephone : 9484 1133  
Postal Address : PO Box 537, Pennant Hills NSW 1715  
Email: [phwmcc@inet.com.au](mailto:phwmcc@inet.com.au)  
ABN 85 129 536 459

# PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE (PHWMCC) MEDICAL CONDITIONS - ASTHMA MANAGEMENT POLICY

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## **Introduction**

The management of a child's asthma is dependent upon co-ordination between Pennant Hills War Memorial Children's Centre, the child's family and the child's doctor. PHWMCC recognises the need to facilitate effective care and health management of children who have asthma, and the prevention and management of acute episodes of illness and medical emergencies.

It is generally accepted that children under the age of six do not have the skills and 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 promote responsible asthma management strategies.

## **Aim**

This *Asthma Policy* aims to:

- implement strategies to support the health and safety of children with asthma enrolled at the service;
- provide a clear set of guidelines and expectations to be followed with regarding the management of asthma;
- provide an environment in which children with asthma can participate in all activities to the full extent of their capabilities; and
- raise awareness of asthma amongst educators and staff of PHWMCC.

## **Procedure**

The Approved Provider will

- ensure that all staff have completed first aid training that has been approved by Australian Children's Education and Care Quality Authority (ACECQA).

The Nominated Supervisor will:

- ensure all enrolment forms contain the question "Has your child ever had asthma?" If a parent or guardian answers "Yes", then the family is to provide an Asthma Action Plan;
- identify children with asthma during the enrolment process, as above, and inform staff;
- provide families with a copy of this policy and ask for an Asthma Action Plan upon enrolment or diagnosis;
- store Asthma Action Plans in the child's enrolment record, classroom and with the child's medication;
- ensure all staff and volunteers know the child/children who have asthma, and where their asthma medication and Asthma Management Plan is stored;
- formalise and document the internal procedures for emergency Asthma First Aid;

- ensure that an emergency Asthma First Aid poster is displayed in key locations;
- ensure that the Asthma First Aid Kit contains a blue reliever medication (e.g. Airomir, Asmol or Ventolin), a spacer device, face mask, concise written instructions on Asthma First Aid procedure.
- ensure that an accredited staff member correctly maintains the asthma component of the First Aid Kit (e.g. regular checks of expiry dates on medication)
- provide a mobile Asthma First Aid Kit for use on excursions;
- encourage open communication between families and staff regarding the status and impact of a child's asthma; and
- promptly communicate any concerns to families should it be considered that a child's asthma is limiting his/her ability to participate fully in all activities.

Early Childhood Educators will:

- maintain current accreditation in Emergency Asthma Management as part of their First aid Training (valid for three years);
- ensure that they are aware of the children in their care with asthma;
- ensure the Asthma Action Plan for each child is located in their classrooms;
- ensure that all educators are aware of any children who have asthma, including which room they are educated and cared for in;
- ensure that all educators and volunteers know where each child's asthma medication will be stored, out of reach of children, in an easily accessible location;
- ensure, in consultation with the family, the health and safety of each child through supervised management of the child's asthma;
- identify and, where practical, minimise asthma triggers;
- where necessary, modify activities in accordance with a child's needs and abilities;
- ensure that all regular prescribed asthma medication is administered in accordance with the information on the child's written Asthma Action Plan;
- administer emergency asthma medication if required according to the child's written Asthma Action Plan;
- promptly communicate to the Nominated Supervisor, or parents / guardians, any concerns where a child's asthma is limiting his/her ability to participate fully in all activities;
- ensure that children with asthma are treated the same as all other children; and
- in the case of an **asthma emergency** or if no written Asthma Action Plan is available, the **Asthma First Aid Plan** should be immediately followed:
  - in an asthma emergency, medication can be administered without written parent / guardian authorisation. If medication is administered the parent /guardian or the child's doctor should be contacted as soon as possible.
  - The National Asthma Council recommends that should a child not known to have asthma appear to be in respiratory distress, the Asthma First Aid Plan should be followed immediately.
  - No harm is likely to result from giving reliever medication to someone who does not have asthma

### **Asthma First Aid Plan**

- Call 000
- Sit the person upright – be calm and reassuring and do not leave them alone
- Give 4 separate puffs of reliever medication - Shake puffer, put 1 puff into spacer, take 4 breaths from spacer and repeat until 4 puffs have been taken
- Wait 4 minutes, give 4 more separate puffs of reliever medication
- Keep giving 4 separate puffs every 4 minutes until ambulance arrives

Families will:

- inform staff, either upon enrolment or on initial diagnosis, that their child has a history of asthma;
- provide all relevant information regarding their child's asthma via the written Asthma Action Plan, which should be provided to the centre on enrolment;
- notify the Nominated Supervisor, in writing, of any changes to the Asthma Action Plan during the year;
- ensure that their child has an adequate supply of appropriate asthma medication (including reliever) at all times, along with a spacer and face mask, kept at the Preschool;
- ensure that they comply with all requirements and procedures in relation to the Medications Record;
- communicate all relevant information and concerns to educators as the need arises (e.g. if asthma symptoms were present the previous evening); and
- ensure, in consultation with the staff, the health and safety of their child through supervised management of the child's asthma.

### **Monitoring, Evaluation and Review**

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the preschool will review this policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children at the preschool are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the preschool; a family's ability to utilise the preschool; the fees charged or the ways in which fees are collected.

### **Definitions**

Approved Provider:	Pennant Hills War Memorial Children's Centre Management Committee
Nominated Supervisor:	Director of Pennant Hills War Memorial Children's Centre
Responsible Person:	Educator who is in charge of the day to day running of the preschool in the Nominated Supervisors absence
Early Childhood Educators:	Teachers and Child Care Workers

**Related legislation:** Education and Care Services National Law Act 2010: Section 173  
Education and Care Services National Regulations 2011: Regulations 90, 91, 96  
Health Records Act 2001

**Related Guidelines, Standards, Frameworks:** National Quality Standard, Quality Area 2: Children's Health and Safety- Standard 2.1, 2.2  
National Quality Standard, Quality Area 7 Governance and Leadership Standard 7.1, 7.2

**Sources:** Community Early Learning Australia – Dealing with Medical Conditions Sample Policy

**Relevant Documents:** PHWMCC enrolment form  
Medical Conditions Policy – Asthma  
Medical Conditions Policy – Anaphylaxis  
Medical Conditions Policy - Diabetes

Administration of Medication Policy  
Classroom Risk Minimisation Plan

**Policy reviewed:** September 2017

**Next review date:** September 2019