



## Merinda Park Learning & Community Centre Inc

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## ASTHMA POLICY

This policy applies to everyone who attends Merinda Park Learning & Community Centre (MPLCC) including children, Educators, other staff, students, volunteers and Committee of Management. However, it is generally accepted that children under the age of 6 do not have the skills and ability to recognise and manage their own asthma effectively. With this in mind there is a need to educate the staff and parents/guardians about asthma and to promote responsible asthma management strategies for children according to the Education and Care Services National Regulations 2011 Division 6 136. The aim is to have all Educators and all First Aid officers having Asthma Australia approved Asthma First Aid training.

### Values

MPLCC is committed to:

- being a Asthma friendly service as outlined by Asthma Australia
- raising awareness about asthma among the Committee of Management , Educators, other staff, parents/guardians of children attending the service and any others dealing with children at the service;
- providing a safe and healthy environment for all centre users including children;
- providing an environment and experiences in which everyone with asthma can participate in order to realise their full potential; and
- providing a clear set of guidelines and expectations to be followed with regard to the management of asthma.

## **Purpose**

The aim of this policy is:

- for all users of the Centre who have asthma to receive appropriate attention as required;
- to respond to the needs of anyone who has not been diagnosed with asthma and who has an attack while at MPLCC.

## **PROCEDURES**

**The Children's Services Manager and CEO shall, where appropriate:**

- make staff aware of the asthma first aid management policy and procedure
- organise Asthma Management training for Educators and any other staff interested if required;
- organise asthma management information sessions for parents/guardians or anyone enrolled at the service;
- encourage open communication between parents/guardians and Educators regarding the status and impact of a child's asthma;
- provide funding for the staff to purchase a spacer device and asthma reliever medication for the first aid kit, as required; and
- have Asthma information available for all Educators and parents at all times if requested.

**The Children's Services Manager & Educators who work in Children's Services shall, where appropriate;**

- ask all parents/guardians as part of the enrolment procedure, prior to their child's attendance at the service, whether the child has been diagnosed with asthma and document this information on the child's enrolment record;
- provide families whose child has asthma with an Action Plan for Asthma to complete. On completion, this will be attached to the child's enrolment record;
- compile a list of children with asthma and place it in an appropriate and readily accessible location, which is known to all Educators;
- regularly maintain any asthma component of the First Aid Kit, to ensure all medications are current and any asthma equipment is clean and ready for use;
- ensure the asthma component is included in the First Aid Kit taken on any activities

outside the service;

- consult with the parent/guardians of children with asthma, in relation to the health and safety of their child and the supervised management of the child's asthma;
- identify and, where possible, minimise asthma triggers such as smoke pollens, viruses/colds, dust mite, exercise etc specific to each child;
- promptly communicate any concerns to parents if it is considered that a child's asthma is limiting his/her ability to participate fully in all activities;
- where necessary, modify activities for the child with asthma in accordance with their current needs;
- administer all regular prescribed asthma medication in accordance with the Medication Policy; and
- discuss with the parent/guardian the requirements of the Medication Policy and what is needed for their child.

**Parents/guardians of a child with asthma will be required to:**

- inform Educators, either on enrolment or on initial diagnosis, that their child has a history of asthma;
- provide all relevant information regarding the child's asthma via the Action Plan for Asthma signed by the treating doctor;
- provide their child's medication, clearly dated and in the original labelled container. A spacer, and mask as required, should also be supplied;
- notify the Educators in writing, of any changes to the information of their child's asthma management and complete a new Action Plan for Asthma, a new Medication Authorisation Form and sign the Medical Communication Plan;
- complete the required Medication Authorisation form and Medical Communication Plan when necessary for regular treatment;
- communicate all relevant information and concerns to Educators as the need arises. (eg if asthma symptoms were present the previous night); and
- consult with the Educators, in relation to the health and safety of their child and the supervised management of the child's asthma.

**Plan of action for a child with diagnosed asthma.**

- The Educators together with the parents/guardians of a child with asthma will discuss and agree on a plan of action for the emergency treatment of an asthma attack based on the *Asthma Victoria 4 step Asthma First Aid Plan*. This plan will be included on, or attached to, the child's Action Plan for Asthma and enrolment record;

- This plan should include actions to be taken where the parent/guardian has provided asthma medication, and in situations where this may not be available;
- **Action to be taken if a child suddenly collapses or has difficulty breathing with a possible asthma attack; and**
- *Children with a known asthma condition:* Educators will follow the agreed plan of action for the child for the emergency treatment of an asthma attack.

*Children where Educators are not aware have pre-existing asthma will:-*

- call an ambulance immediately by dialing 000 or 112 if your mobile is out of phone range or credit;
- provide asthma reliever medication to the child immediately, if this is available and the staff member has Emergency Asthma Management training;
- contact the parent/guardian; and
- contact either the Children's Services Manager and CEO.

#### 4 Step Asthma First Aid Plan

Step 1 - Sit the child upright - be calm and reassuring.

Step 2 - Without delay give 4 separate puffs of a reliever medication (blue/grey 'puffer/inhaler' - *Respolin, Ventolin, Asmol or Bricanyl*) one puff at a time via a spacer. Ask the child to breathe in and out 4 times after each puff.

Step 3 - Wait 4 minutes.

Step 4 - If there is no improvement continue to repeat steps 2 and 3. If still no improvement - call an ambulance immediately (Dial 000) and state that a child is having an asthma attack. Continue to use Steps 2 and 3 whilst waiting for the Ambulance.

#### **Reference Phone Numbers**

**Asthma Victoria – (03) 9326 7088 or 1800 278 462**

[www.asthma.org.au](http://www.asthma.org.au)

#### **Resources:-**

Education and Care Services National Law 2010

Education and Care Services regulations 2011

National Quality Standards QA 2, QA 7

Stay Healthy 5<sup>th</sup> Edition 2012