

# ASTHMA MANAGEMENT POLICY

Asthma is a chronic health condition affecting approximately 15% of children. It is one of the most common reasons for childhood admission to hospital. Community education and correct asthma management will assist to minimise the impact of asthma. It is generally accepted that children under the age of six do not have the skills or ability to recognise and manage their own asthma effectively. Happy Haven OSHC recognises the need to educate its staff and families about asthma and to implement responsible asthma management strategies.

## 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.

EDUCATION AND CARE SERVICES NATIONAL 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

## RELATED POLICIES

Administration of First Aid Policy Administration of Medication Policy Enrolment Policy Family Communication Policy Incident and Injury Management Policy Illness Management Policy	Medical Conditions Policy Privacy and Confidentiality Policy Supervision Policy Trauma Management Policy Serious Incident Policy
--	--

## 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.

Happy Haven OSHC aim to provide a safe and healthy environment for all children enrolled at each of our services. 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, educators and staff of Happy Haven OSHC.

## DUTY OF CARE

Happy Haven OSHC strives for each of its services 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 is on duty at all times children are in attendance at the service who holds a current ACECQA approved Emergency Asthma Management certificate
- 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)*

Happy Haven OSHC has a legal responsibility to take reasonable steps to ensure the health needs of children enrolled in each service are met. This includes our responsibility to provide:

- a) A safe environment free from foreseeable harm and,
- b) Adequate supervision for children.

Staff members, including relief staff, need to be aware of children at the OSHC service who suffer from allergies, including asthma, and know enough about asthma reactions to ensure the safety and wellbeing of the children. Nominated Supervisors will ensure all staff are aware of children's medical management plans 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 one 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. Happy Haven OSHC 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. Happy Haven OSHC will ensure that there is at least one educator on duty at all times who has current approved Emergency Asthma Management training in accordance with the Education and Care Services National Regulations.

## ASTHMA AND COVID-19

There is no specific data as yet to suggest people with asthma are at greater risk of contracting COVID-19 however as this is a serious respiratory illness, anyone with asthma should implement strict hygiene measures to protect themselves and others.

Health practitioners have encouraged carers of children with asthma to:

- Update their child's asthma Medical Management/ Action Plan with their general practitioner
- Ensure their child uses their reliever and preventer medicines (if required) as prescribed
- Ensure their child continues taking medication to keep their asthma well controlled
- Practice good hygiene and other measures to reduce contact with people who may be infected
- Have their child tested for COVID-19 if they develop any symptoms (cough, fever, shortness of breath, sore throat)

*(Asthma Australia, June 2020)*

## IMPLEMENTATION

### THE SENIOR LEADERSHIP TEAM/ NOMINATED SUPERVISOR WILL ENSURE:

- That as part of the enrolment process, **all** families 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 families are required to provide an in date 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*]
- Families are provided with a copy of Happy Haven OSHC'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)
- All staff members have completed ACECQA approved First Aid training at least every 3 years and this is recorded with each staff member's certificate held in the staff member's file which can be accessed on Happy Haven OSHC's HRA profile

- All staff have completed Anaphylaxis Management training and Emergency Asthma Management training every two years [not mandated, but recommended as best practice]
- 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 can identify and minimise asthma triggers for children attending the service where possible
- Upon employment at Happy Haven OSHC all staff 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* posters are displayed in key locations at each 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 Senior Leadership, educators, staff and families regarding the Happy Haven OSHC's *Asthma Management Policy* and strategies are reviewed and discussed regularly to ensure compliance and best practice
- That updated information, resources, and support for managing asthma is regularly provided for families.

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

- Meet with the family 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 and the child's medical practitioner is provided
- Develop and document a Risk Minimisation and Communication Plan in collaboration with the family [see *Risk Minimisation and Communication Plan* section]

- Discuss with the family requirements for completing a *Medication Agreement Form* for their child
- Discuss authorisation for children to self-administer asthma medication if applicable. Any authorisations for self-administration must be documented on a HSP154 Decision Making Tool for Medication Administration form along with the child's Medical Management Plan and approved by both the Nominated Supervisor and family
- 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 (including a child's face mask, if required) whilst their child attends the OSHC service
- Collaborate with families 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 Risk Minimisation and Communication Plan section]
- Ensure that a staff member accompanying children on excursions carries a copy of each child's individual Asthma Medical Management Action Plan and required medication
- Ensure a *Medication Log* is kept for each child to whom medication is to be administered by the service
- Ensure families update their child's Asthma 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
- Discussions occur regarding authorisation for children to self-administer asthma medication if applicable. Any authorisations for self-administration must be documented on a HSP154

Decision Making Tool for Medication Administration form and in the child's Medical Management Plan and approved by the Nominated Supervisor and the child's family.

### STAFF WILL:

- Ensure they are aware of Happy Haven OSHC's *Asthma Management Policy* and asthma first aid procedure (ensuring that they can identify children displaying the symptoms of an asthma attack and locate their personal medication, and Asthma Medical Management Action Plans)
- Maintain qualifications for approved Emergency Asthma Management training [recommended as best practice]
- Be able to identify and, where possible, minimise asthma triggers as outlined in the child's Asthma Medical Management Plan and Risk Minimisation and Communication 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 Happy Haven OSHC's *Administration of Medication Policy*
- Ensure any asthma attacks are clearly documented in the *Incident, Injury, Trauma or Illness Record* and advise the child's family as a matter of priority, when practicable
- Consult with the family of children with asthma in relation to the health and safety of their child, and the supervised management of the child's asthma
- Communicate any concerns to families if a child's asthma is limiting his/her ability to participate fully in all activities
- Ensure that children with asthma are not discriminated against in any way
- Ensure that children with asthma can participate in all 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 Happy Haven OSHC's *Asthma Management Policy*

- Provide a copy of their child's Asthma Medical Management Action Plan to the service ensuring it has been prepared in consultation with, and signed by, a medical practitioner
- Provide written authorisation to Happy Haven OSHC for their child to self-administer medication (if applicable)
- Develop a Risk Minimisation and Communication 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 Happy Haven OSHC
- Provide an adequate supply of appropriate asthma medication and equipment for their child
- Provide an updated Medical Management Plan at least annually or whenever medication or management of their child's asthma changes
- Communicate regularly with educators/staff 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 Happy Haven OSHC staff if they are unwell or experiencing asthma symptoms

### RESPONDING TO AN ASTHMA EMERGENCY:

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

- Follow the child's Asthma Medical Management Action plan
- If the child does not respond to steps within the Asthma Medical Management Action Plan call an ambulance immediately by dialling 000
- Continue first aid measures
- Contact the family when practicable
- Contact the emergency contact if the family 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 Happy Haven OSHC 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* which will be countersigned by the Nominated Supervisor of the service at the time of the incident
- Ensure the family signs the *Incident, Injury, Trauma and Illness Record*
- Place a copy of the record in the child's file
- The Nominated Supervisor will inform Senior Leadership about the incident
- The Nominated Supervisor or the Approved Provider will inform Regulatory Authority of the incident within 24 hours through the [NQA IT System](#) (as per regulations)
- Staff will be debriefed after each serious incident by the Serious Incidents Officer or Regional Director and the child's individual Medical Management Action Plan and Risk Minimisation and Communication 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 AND COMMUNICATION PLAN FOR A CHILD WITH DIAGNOSED ASTHMA:

Happy Haven OSHC staff, together with the family of a child with asthma, will discuss and agree on a Risk Minimisation and Communication Plan for the emergency management of an asthma attack based on the child's Asthma Medical Management 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)

A communication plan will be created in accordance with our *Medical Conditions Policy*. The communication plan will be developed in collaboration with families. It will detail the negotiated and documented manner to communicate any changes to the child's Medical Management Plan and risk management for the child with relevant staff, educators, and volunteers.

Any changes to a child's Medical Management Plan and Risk Minimisation and Communication Plans will be documented in the communication plan.

## RESOURCES

[Asthma First Aid A4 Poster](#)

[Asthma Action Plan](#)

[Supporting the Continuity of Asthma Care \(for patients with severe asthma during Coronavirus \(COVID-19\) pandemic\)](#)

## SOURCE

Asthma Australia. Accessed on 7<sup>th</sup> April 2022, <https://asthma.org.au/>

Australian Children's Education & Care Quality Authority. (2014)

Better Health Channel (February 2022). *Asthma*, accessed on 7<sup>th</sup> April 2022, <https://www.betterhealth.vic.gov.au/conditionsandtreatments/asthma>

Early Childhood Australia Code of Ethics (2016).

Government of New South Wales (December 2021). *Education and care services national regulations 2011 (national regulations)*, accessed on 7<sup>th</sup> April 2022, <https://legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653>

Government of Victoria (March 2022). *Education and care services national law act 2010 (national law)*, accessed on 7<sup>th</sup> April 2022, <https://www.legislation.vic.gov.au/in-force/acts/education-and-care-services-national-law-act-2010/015>

Government of South Australia (July 2020). *Education and early childhood services (registration and standards) act 2011 (South Australia legislation)*, accessed on 7<sup>th</sup> April 2022, [https://www.legislation.sa.gov.au/\\_legislation/lz/c/a/education%20and%20early%20childhood%20ervices%20\(registration%20and%20standards\)%20act%202011/current/2011.46.auth.pdf](https://www.legislation.sa.gov.au/_legislation/lz/c/a/education%20and%20early%20childhood%20ervices%20(registration%20and%20standards)%20act%202011/current/2011.46.auth.pdf)

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations (2017).

Guide to the National Quality Framework (2017). (Amended 2020).

National Asthma Council Australia (September 2020). *Australian asthma handbook: quick reference guide*. Accessed on 7<sup>th</sup> April 2022, <https://www.astmahandbook.org.au/>

National Asthma Council Australia. (2019). *My asthma guide*. Accessed on 7<sup>th</sup> April 2022, <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).

## REVIEW

POLICY REVIEWED	JUNE 2022	NEXT REVIEW DATE	REVIEW	JUNE 2023
MODIFICATIONS	Minor edits and formatting changes			
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE	REVIEW
April 2022	<ul style="list-style-type: none"> <li>New policy to support QA2 Medical Conditions policy and QA2 Administration of Medication policy</li> </ul>		April 2023	
	<ul style="list-style-type: none"> <li></li> </ul>			