Purpose:

The aim of this policy is to:

• Raise the awareness of asthma amongst those involved within Gembrook Primary School Outside School hours program

• Provide the necessary strategies to ensure the health and safety of all persons with asthma involved with the OSHC Service

• Provide an environment in which children with asthma can participate in all activities to the full extent of their capabilities

• Provide a clear set of guidelines and expectations to be followed with regard to the management of asthma

• Raise the community's awareness of asthma and its management through education and policy implementation.

Rationale:

Gembrook Primary School OSHC programs are committed to provide a safe environment for children with potentially life threatening conditions.

Scope:

The Children's Services Act 1996 and the Children's Services Regulations of 2009 requires Gembrook Primary School OSHC to implement an asthma policy that includes a management policy, practices, procedure, education and training to ensure the safety of children.

Protocol/Procedure:

Gembrook Primary School OSHC shall:

• Provide staff with a copy of the Asthma Policy and brief them on asthma procedures upon their appointment to the Children's Service.
• Provide Emergency Asthma Management (EAM) Training to staff and ensure at least one staff member who has completed accredited asthma training is on duty whenever children are being cared for or educated.

• Identify children with asthma during the enrolment process and inform staff.

• Provide parents with a copy of the Asthma Policy and Asthma Action Plan upon enrolment

• Store Asthma Action Plans with the child's enrolment record in a central location that is easily accessible and readily available to all staff.

• 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 First Aid Kit contains a blue reliever medication (e.g. Airomir, Asmol, or Ventolin), a spacer device, concise written instructions on Asthma First Aid procedures and 70% alcohol swabs.

• Ensure that an accredited staff member correctly maintains the asthma component of the First Aid Kit (e.g. regular checks of expiry dates of medication)

• Encourage open communication between parents/guardians and staff regarding the status and impact of a child's asthma.

• Where appropriate, offer information sessions on asthma for parents/guardians.

• Promptly communicate any concerns to parents should it be considered that a child's asthma is limiting his/her ability to participate fully in all activities.

Families shall:

• Inform 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 written Asthma Action Plan, which should be provided to the service within 7 days of enrolment and prior to the child commencing at the service.

• Notify the staff, 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

  o Ensure that they comply with all requirements and procedures in relation to the Medication Record (Regulation 36) and the authorisation to administrator medication (Regulation 83).

  o Communicate all relevant information and concerns to staff as the need arises e.g. if asthma symptoms were present the previous evening.
• Ensure, in consultation with the staff, the health and safety of their child through supervised management of the child's asthma.

**Gembrook Primary School OSHC staff shall:**

• Ensure that they maintain current accreditation in Emergency Asthma Management (valid for three years),

• Ensure that they are aware of the children in their care with asthma.

• Ensure, in consultation with the parent/guardian, the health and safety of each child through supervised management of the child's asthma.

• Identify and, where practicable, 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. If no written Asthma Action Plan is available the Asthma First Aid Plan outlined in this document should be followed immediately.

• Promptly communicate to management or parents/guardians, any concerns should it be considered that 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.

**Children shall:**

• Wherever reasonably practical, be encouraged to seek their reliever medication as soon as asthma symptoms develop.

**Related Policy**

**References/Legislation**

The Children's Services Regulations 2009

The Children's Services Act 1996

National Childcare Accreditation Council (NCAC) [www.nhmrc.gov.au](http://www.nhmrc.gov.au)
Public Health & Wellbeing Act 2008

- Asthma Australia: www.asthmaaustralian.org.au

- Staying health in child care

- Royal Children's Hospital: www.rch.org.au

**Policy History:**

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