



Dealing with Medical Conditions

Asthma Management

Review Date: 24/10/2025

Introduction

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.

Goals – What are we going to do?

This Asthma Policy aims to:

- Raise awareness of asthma amongst those involved with our preschools;
- Implement strategies to support the health and safety of anyone with asthma attending preschool;
- Provide an environment in which children with asthma can participate in all activities to the full extent of their capabilities; and
- Provide a clear set of guidelines and expectations to be followed with regard to the management of asthma.

Strategies - How will it be done?

The Approved Provider will:

- Provide *Emergency Asthma Management Training* to all educators.

The Nominated Supervisor will:

- Provide staff with a copy of this policy and brief them on asthma procedures upon their appointment;

- Support all permanent educators to complete regular accredited asthma training.
- Ensure at least one staff member who has this qualification is on duty whenever children are present at preschool;
- Identify children with asthma during the enrolment process and inform staff;
- Ensure families thus identified are provided with a copy of this policy and Asthma Action Plan and consulted in developing an Individual Risk Minimisation Plan upon enrolment or diagnosis;
- Display *Asthma Action Plans* with a photo for referral by staff including casual staff and volunteers/students with permission from the child's parent (located in the risk minimisation folder).
- Formalise and document the internal procedures for emergency *Asthma First Aid*;
- Ensure that an emergency *Asthma First Aid* poster is displayed in the staff room;
- 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 Asthma Emergency Kit. One to stay in the service and another for use on excursions. The Asthma Emergency Kits will contain:
 - Reliever medication such as Asmol or Ventolin.
 - At least two single person use spacers devices to assist with effective inhalation of the reliever medication (ensure spare spacers are available as replacements).
 - Clear written instructions on:
 - How to use the medication and spacer devices
 - Steps to be taken in treating an asthma attack
 - A record sheet/log for recording the details of a first aid incident, such as the number of puffs administered (record sheets can be downloaded from the Asthma Australia website).
- 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.

Educators will:

- Ensure that they maintain current ACECQA approved First Aid accreditation including Emergency Asthma Management;
- Read all Asthma Action Plans and familiarise themselves with individual risk minimisation and communication plans and the location of medication;

- Ensure that they are aware of adults and children in the centre in their care with asthma;
- Ensure, in consultation with the family, they implement risk minimisation and prevention strategies to ensure the health and safety of individuals across all environments including on excursions;
- Identify and, where practical, minimise asthma triggers;
- Where necessary, modify activities in accordance with a child's needs and abilities to maintain inclusion;
- 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* should be followed immediately;
- Promptly communicate, to management and families, any concerns should it be considered that a child's asthma is limiting his/her ability to participate fully in all activities; and

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 prior to the child's first day or within seven (7) days of diagnosis;
- Contribute to the Asthma Risk Minimisation Plan for their child.
- 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;
- 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.

Children will:

- Be supported to begin to recognise their symptoms and verbalise these.
- Wherever practical, be encouraged to seek their reliever medication as soon as their symptoms develop.

Adopted by the Management Committee:

<p>Name: Narissa Cuskelly</p> <p>Approved Provider Representative’s Signature:</p> <p>Date:</p>
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REVIEW DATE: ...24th October 2025.....

Sources

- Asthma Management Policy Template
- Asthma Australia <https://asthma.org.au>
- Asthma emergency log kit- National Asthma Council Australia
- Asthma Poster- National Asthma Council Australia