

Asthma Management Policy – Children’s Services

Date adopted	25 September 2025
Adopted by	Executive Leadership Team (ELT)
Review due	September 2028
Responsible officer	Manager Child, Families and Youth
Records reference	11629654

1. Purpose

Melton City Council is committed to:

- ensuring educators, staff and parents/guardians are aware of their obligations and the best practice management of Asthma at Melton City Council
- ensuring that all necessary information for the effective management of children with Asthma enrolled at Melton City Council is collected and recorded so that these children receive appropriate attention when required
- responding to the needs of children who have not been diagnosed with Asthma who experience breathing difficulties (suspected Asthma Attack) at the service
- providing a safe and healthy environment for all children enrolled at the service
- providing an environment in which all children with asthma can participate to their full potential
- providing a clear set of guidelines and procedures to be followed with regard to the management of asthma
- educating and raising awareness about asthma among educators, staff, parent/guardians and any other person(s) dealing with children enrolled at the service

This policy has been adapted from PolicyWorks Catalogue by the Early Learning Association Australia

2. Application And Scope

This policy applies to services responsible for the direct education and care of children at Melton City Council programs including offsite excursions and activities. This policy applies to the Approved Provider, Nominated Supervisor, Person in day-to-day charge / Responsible Person’s, educators, staff, students on placement, volunteers, parents/guardians, children and others attending Melton City Council programs and activities.

Asthma management should be viewed as a shared responsibility. While Melton City Council recognises its duty of care towards children with asthma during their time at the service, the responsibility for ongoing asthma management rests with the child’s family and medical practitioner.

3. Background

Asthma is a chronic, treatable health condition that affects approximately one in nine Australian children and is one of the most common reasons for childhood admission to hospital. With good 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 vary between children and include wheezing, coughing (particularly at night), chest tightness, difficulty in breathing, shortness of breath. 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. With this in mind, a service must recognise the need to educate staff/educators and parents/guardians about asthma and promote responsible asthma management strategies.

Legislation that governs the operation of approved children's services is based on the health, safety and welfare of children, and requires that children are protected from hazards and harm. The approved provider 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 2011 (Regulation 136(c))*.

4. Definitions

The terms defined in this section relate specifically to this policy and related procedures. For commonly used terms. Approved Provider, Regulatory Authority etc. refer to the *Glossary of Terms*.

Term	Definition
Approved Emergency Asthma Management (EAM) Training	Training that is approved by the National Authority in accordance with Division 7 of the National Regulations and is listed on the Australian Children's Education and Care Quality Authority (ACECQA) website. EAM Training provides knowledge about the underlying causes of Asthma, Asthma Triggers and the recognition and treatment of an Asthma Attack.
Asthma Action Plan	A record of information on an individual child's asthma and its management, including contact details, what to do when the child's asthma worsens and the treatment to be administered in an emergency. An Asthma Action Plan template specifically for use in children's services can be downloaded from Asthma Australia's website: www.asthma.org.au
Asthma Attack	An asthmatic episode that usually requires the use of medication.
Asthma Emergency	The onset of unstable or deteriorating asthma symptoms requiring immediate treatment with reliever medication.

Term	Definition
Asthma Emergency Kit	<p>Kits should contain:</p> <ul style="list-style-type: none"> • Reliever Medication • Small volume Spacer Device • Children’s face mask • record form • asthma first aid instruction card. <p>The Asthma Australia recommends that Spacer Devices and face masks are for single use only. Spacer Devices and face masks should be replaced once used.</p>
Asthma Triggers	<p>Things that may induce asthma symptoms, for example, pollens, colds/viruses, dust mites, smoke and exercise. Asthma triggers will vary from child to child.</p>
Communication Plan	<p>A plan that forms part of the policy outlining how the service will communicate with parents/guardians and staff/educators in relation to the policy.</p> <p>The Communication Plan also describes how parents/guardians and staff/educators will be informed about Risk Minimisation Plans and emergency procedures to be followed when a child diagnosed with Asthma is enrolled at a service.</p>
Duty of Care	<p>A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonably foreseeable risk of injury.</p>
Medication Record	<p>Contains details for each child to whom medication is to be administered by the service. This includes the child’s name, signed authorisation to administer medication and a record of the medication administered, including time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication, if required (National Regulation 92).</p> <p>A sample medication record is available on the ACECQA website.</p>
Metered Dose Inhaler (Puffer)	<p>A common device used to administer reliever medication.</p>
MICA Ambulance	<p>Mobile Intensive Care Ambulance (MICA) paramedics have a higher clinical skill set and can perform more advanced medical procedures. MICA paramedics training goes beyond practical skill precision to include more detail in anatomy, physiology, pathophysiology and pharmacology to greater increase capacity to make complex clinical decisions without medical consultation.</p>
Reliever Medication	<p>This comes in a blue/grey Puffer containing salbutamol, a chemical used to relax the muscles around the airways to relieve asthma symptoms. This medication is always used in an asthma emergency. Reliever medication is commonly sold by pharmacies under names such as Airomir, Asmol, Ventolin or Zempreon.</p>

Term	Definition
Risk Minimisation Plan	<p>A service-specific plan that documents a child's Asthma, identifies the risks and practical strategies to minimise those risks. The risk minimisation plan should include who is responsible for implementing those strategies.</p> <p>The risk minimisation plan should be developed by families of children with Asthma that require an Asthma Action Plan, in consultation with the staff/educators at the service upon enrolment or diagnosis of asthma.</p>
Spacer	<p>A plastic chamber device used to increase the efficiency of delivery of reliever medication from a puffer. It should always be used in conjunction with a puffer device and may be used in conjunction with a face mask.</p>

5. Related Documents

Name	Location
Local Government Act 2020	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020
Relevant legislations and standards include but are not limited to	<ul style="list-style-type: none"> • Education and Care Services National Law Act 2010 • Education and Care Services National Regulations 2011 • Health Records Act 2001 (Vic) • National Quality Standard, Quality Area 2: Children's Health and Safety • Privacy Act 1988 (Cth) • Privacy and Data Collection Act 2014 (Vic) • Public Health and Wellbeing Act 2008 (Vic) • Public Health and Wellbeing Regulations 2009 (Vic)
Sources	<ul style="list-style-type: none"> • Asthma Australia: www.asthma.org.au • Australian Children's Education and Care Quality Authority (ACECQA): www.acecqa.gov.au • Asthma Action Plan: Asthma Action Plan Management by Asthma Australia • Asthma First Aid poster 2023: AAFA-First-Aid-2023-A3 CMYK v10 Blue.pdf • Asthma Risk Minimisation Plan: Helpful Asthma Information and Resources in Australia

Name	Location
Related Policies	<ul style="list-style-type: none"> • Administration of First Aid Policy • Administration of Medication Policy • Anaphylaxis and Allergic Reactions Policy • Asthma Management Policy • Child Safe (MCC) • Child Safe Environment and Wellbeing • Dealing with Medical Conditions • Emergency and Evacuations • Excursions, Regular Outings and Service • Incident, Injury, Trauma and Illness Policy • Inclusion and Equity • Privacy and Confidentiality Policy • Staffing

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