

## Asthma Management Procedure – Children’s Services

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<b>Adopted by</b>	Manager Child, Families and Youth
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<b>Responsible officer</b>	Manager Child, Families and Youth
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### 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 children’s services
- ensuring that all necessary information for the effective management of children with Asthma enrolled at Melton City Council children’s services 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 and 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 procedure has been adapted from PolicyWorks Catalogue by the Early Learning Association Australia.

### 2. Application And Scope

This procedure applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Melton City Council, including during offsite excursions 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. Responsibilities

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Providing all staff with access to the service's <i>Asthma Management Policy</i> , and ensuring that they are aware of asthma management strategies upon employment at the service	R	√			
Providing families with access of the service's <i>Asthma Management Policy</i> and <i>Dealing with Medical Conditions Policy</i> upon enrolment of their child ( <i>Regulation 90, 91</i> )	R	√			
Ensuring that induction procedures for casual and relief staff include information about children attending the service who have been diagnosed with asthma, and the location of their medication and action plans	R	R			
Providing approved Emergency Asthma Management (EAM) training to staff as required under the <i>National Regulations 136</i>	R	√			
Ensuring at least one staff member with current approved Emergency Asthma Management (EAM) training is on duty at all times	R	√			
Ensuring that all educators' approved first aid qualifications, anaphylaxis management training and Emergency Asthma Management (EAM) training are current (within the previous 3 years), meet the requirements of the <i>National Law (Section 169(4))</i> and <i>National Regulations (Regulation 136, 137)</i> , and are approved by ACECQA	R	√			
Maintaining current approved Emergency Asthma Management (EAM) qualifications		R	R		√
Ensuring the details of approved Emergency Asthma Management (EAM) training is included on the staff record	R	√			
Organising asthma management information sessions for families of children enrolled at the service, where appropriate	R	√			
Acting on advice and warnings from the Department's Emergency Management Division associated with a	R	√	√		√

potential thunderstorm asthma activity, and implement a communication strategy to inform families					
Implementing procedures to avoid exposure, such as staying indoors with windows and doors closed associated with a potential thunderstorm asthma	R	√	√		√
Identifying children with asthma during the enrolment process and informing staff	R	√			
Ensuring families provide a copy of their child's Asthma Action Plan, in consultation (if possible) with their registered medical practitioner, following enrolment and prior to the child commencing at the service ( <i>Regulation 90</i> ). The Asthma Action Plan should be reviewed and updated at least annually	R	√		√	
Developing a Risk Minimisation Plan for every child with asthma, in consultation with families	R	√	√	√	
Developing and implementing a communication plan ensuring that relevant staff members and volunteers are informed about the child medical conditions policy, the Asthma Action Plan and Risk Minimisation Plan for the child in consultation with families ( <i>Regulation 90 (c) (iv)(A)(B)</i> ) ( <i>refer to Dealing with Medical Conditions</i> )	R	√	√	√	√
Maintaining ongoing communication between ECT/educators/staff and families in accordance with the strategies identified in the communication plan, to ensure current information is shared about specific medical conditions within the service ( <i>refer to Dealing with Medical Conditions</i> )	R	√	√		
Ensuring all details on their child's enrolment form and medication record are completed prior to commencement at the service				√	
Ensuring a copy of the child's Asthma Action Plan is accessible and known to staff in the service. ( <i>Regulations 90 (iii)(D)</i> ). Prior to displaying the Asthma Action Plan, the nominated supervisor must explain to families the need to display the plan for the purpose of the child's safety and obtain their consent ( <i>refer to Privacy and Confidentiality Policy</i> )	R	√		√	
Ensuring that all children with asthma have an Asthma Action Plan, Risk Minimisation Plan and Communication Plan filed with their enrolment record	R	√		√	
Notifying staff, in writing, of any changes to the information on the Asthma Action Plan, enrolment form or medication record				√	
Providing an adequate supply of appropriate asthma medication and equipment for their child at all times and ensuring it is appropriately labelled with the child's name				√	
Consulting with the families of children with asthma in relation to the health and safety of their child, and the supervised management of the child's asthma	R	√		√	

Communicating any concerns to families if a child's asthma is limiting their ability to participate fully in all activities	√	√	√		
Compiling a list of children with asthma and placing it in a secure, but readily accessible, location known to all staff. This should include the Asthma Action Plan for each child	√	√	√		
Ensuring that they can identify children displaying the symptoms of an asthma attack and locate their personal medication, Asthma Action Plans and the asthma first aid kit	R	√	√		
Ensuring that medication is administered in accordance with the child's Asthma Action Plan and the <i>Administration of Medication Policy</i>	R	R	R		
Ensuring a medication record is kept for each child to whom medication is to be administered by the service ( <i>Regulation 92</i> )	R	√	√		
Ensuring families of all children with asthma provide reliever medication and a spacer (including a child's face mask, if required) at all times their child is attending the service	R	√		√	
Implementing an asthma first aid procedure consistent with current national recommendations	R	R	R		
Ensuring that all staff are aware of the asthma first aid procedure	R	√			
Ensuring adequate provision and maintenance of asthma first aid kits	R	√			
Ensuring the expiry date of reliever medication is checked regularly and replaced when required, and that spacers and face masks that are from the services first aid kits are replaced after every use	R	√	√		
Facilitating communication between management, ECT, educators, staff and families regarding the service's <i>Asthma Management Policy</i> and strategies	R	√			
Identifying and minimising asthma triggers for children attending the service as outlined in the child's Asthma Action Plan, where possible	R	√	√		
Ensuring that children with asthma are not discriminated against in any way	√	√	√		√
Ensuring programmed activities and experiences take into consideration the individual needs of all children, including any children with asthma	√	√	√		√
Ensuring that children with asthma can participate in all activities safely and to their full potential	√	√	√		√
Immediately communicating any concerns with families regarding the management of children with asthma at the service	R	√	√		
Displaying Asthma Australia's Asthma First Aid poster in key locations at the service	R	√			

Ensuring that medication is administered in accordance with the <i>Administration of Medication Policy</i>	R	R	R		
Ensuring that when medication has been administered to a child in an asthma emergency without authorisation from the parent/guardian or authorised nominee, medical practitioner or emergency services the parent/guardian of the child and emergency services are notified as soon as is practicable ( <i>Regulation 94</i> )	R	R	R		
Following appropriate reporting procedures set out in the <i>Incident, Injury, Trauma and Illness Policy</i> in the event that a child is ill, or is involved in a medical emergency or an incident at the service that results in injury or trauma	R	R	R		✓
Ensuring an Asthma Emergency Kit is taken on all excursions and other offsite activities ( <i>refer to Excursions, Incursions, Transportation and Road Safety Policy</i> )	R	R	✓		

## 4. Procedure

### 4.1. Asthma Action Plans

- Once a child has been diagnosed with asthma, prior to the child accessing care, the parent/guardian is to provide a current Asthma Action Plan (including a current photograph of the child), which is to be prepared and signed in consultation with a medical practitioner.
- Educators are to follow the processes outlined in the Asthma Action Plan.
- The Asthma Action Plan, or a description of its location, is required to be displayed at the service

### 4.2. Risk Minimisation Plan

Parents/guardians will be required to complete the Melton City Council Risk Minimisation Plan for each child in the service who has been diagnosed as at risk of Asthma. This plan is to be used in conjunction with the Asthma Care Plan.

- Prior to accessing the service, educators/staff are to develop a Risk Minimisation Plan in consultation with the parent/guardian, which includes the identified risks, identifies the child, their Asthma Care Plan and the location of their medication.
- Educators are to ensure that the child does not attend the service without the medication prescribed by the child's medical practitioner. In the event that the service needs to supply a child with a spacer, the parent/guardian will be responsible for a new replacement.

### 4.3. Communication Plan

A Communication Plan is to be developed that ensures all relevant staff, educators and volunteers are informed about the *Dealing with Medical Conditions Policy*, Asthma Care Plan, Risk Minimisation Plan and how the parent/guardian can communicate any changes to the Asthma Care Plan and Risk Minimisation Plan for their child.

- All medication administered needs to be documented as per the Administration

- of Medication Policy.
- Provide access to the Asthma Policy to all parents/guardians and educators.
- At enrolment identify whether or not the child has been diagnosed at risk of Asthma.
- In consultation with the parent/guardian develop a Risk Minimisation Plan.
- Obtain an Asthma Care Plan from the parent/guardian that has been prepared and signed by the child's medical practitioner.
- Attach a current photograph of the child provided by the parent/guardian to the Asthma Care Plan.
- The staff member enrolling the child will identify the child at risk of Asthma to the appropriate educators
- Provide a copy of the Risk Minimisation Plan, Communication Plan and Asthma Care Plan to the educators.
- All educators have access to the Asthma Care Plan.
- Educators will communicate the allergen triggers to all other families in care as required to ensure best practice within programs
- Educators will identify any child at risk of Asthma to any staff, students, volunteers or visiting early childhood professionals and communicate to them the location of the child's Asthma Care Plan and identify where the Asthma medication is.
- Parents/guardians and educators are required to communicate any changes with one another. The Asthma Care Plan and Risk Minimisation Plan need to be updated each time a change occurs, and a copy is to be provided to the educators of the service the child attends

#### **4.4. Emergency Procedures**

- In the event of an asthma attack, educators will follow the Asthma Action Plan for that specific child. The educators must remain with child at all times until medical assistance arrives.
- When speaking with the emergency services stay calm, speak clearly, give exact details of location, inform the operator you believe it is Asthma and request a MICA Ambulance. Do not hang up until directed by the operator.
- Remove other children from area if possible.
- Have somebody waiting outside for the ambulance to direct them to the patient if practicable.
- Once medical attention has arrived and the asthma attack has been confirmed by paramedics, contact parent/guardian and advise that the child has had an asthma attack and inform parent/guardian where the child is or which hospital child has been taken. If possible, allow paramedics to speak to parent.
- Inform parents/guardians of other children to explain an ambulance had been called to the program and offer parents/guardians a choice to collect children. Ensure confidentiality is maintained.
- Contact the coordinator or team leader as soon as practicable.
- The coordinator or team leader needs to notify the Department of Education (DE) as soon as practicable and no later than 24 hours after the emergency services has been called.

#### **4.5. Children self-administering medication**

Refer to Administration of Medication Procedure



## 5. Definitions

Term	Definition
<b>Approved Emergency Asthma Management (EAM) Training</b>	<p>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.</p> <p>EAM Training provides knowledge about the underlying causes of Asthma, Asthma Triggers and the recognition and treatment of an Asthma Attack.</p>
<b>Asthma Action Plan</b>	<p>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: <a href="http://www.asthma.org.au">www.asthma.org.au</a></p>
<b>Asthma Attack</b>	<p>An asthmatic episode that usually requires the use of medication.</p>
<b>Asthma Emergency</b>	<p>The onset of unstable or deteriorating asthma symptoms requiring immediate treatment with reliever medication.</p>
<b>Asthma Emergency Kit</b>	<p>Kits should contain:</p> <ul style="list-style-type: none"> <li>• Reliever Medication</li> <li>• Small volume Spacer Device</li> <li>• Children's face mask</li> <li>• record form</li> <li>• asthma first aid instruction card.</li> </ul> <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>
<b>Asthma Triggers</b>	<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>
<b>Communication Plan</b>	<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>
<b>Duty of Care</b>	<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>

Term	Definition
<b>Medication Record</b>	<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>
<b>Metered Dose Inhaler (Puffer)</b>	A common device used to administer reliever medication.
<b>MICA Ambulance</b>	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.
<b>Reliever Medication</b>	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.
<b>Risk Minimisation Plan</b>	<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>
<b>Spacer</b>	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.

## 6. Related Documents

Name	Location
Local Government Act 2020	<a href="https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020">https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020</a>



Name	Location
Relevant legislations and standards include but are not limited to	<ul style="list-style-type: none"> <li>• Education and Care Services National Law Act 2010</li> <li>• Education and Care Services National Regulations 2011</li> <li>• Health Records Act 2001 (Vic)</li> <li>• National Quality Standard, Quality Area 2: Children's Health and Safety</li> <li>• Privacy Act 1988 (Cth)</li> <li>• Privacy and Data Collection Act 2014 (Vic)</li> <li>• Public Health and Wellbeing Act 2008 (Vic)</li> <li>• Public Health and Wellbeing Regulations 2009 (Vic)</li> </ul>
Sources	<ul style="list-style-type: none"> <li>• Asthma Australia: <a href="http://www.asthma.org.au">www.asthma.org.au</a></li> <li>• Australian Children's Education and Care Quality Authority (ACECQA): <a href="http://www.acecqa.gov.au">www.acecqa.gov.au</a></li> <li>• Asthma Action Plan: <a href="#">Asthma Action Plan Management by Asthma Australia</a></li> <li>• Asthma First Aid poster 2023: <a href="#">AAFA-First-Aid-2023-A3 CMYK v10 Blue.pdf</a></li> <li>• Asthma Risk Minimisation Plan: <a href="#">Helpful Asthma Information and Resources in Australia</a></li> </ul>
Related Policies	<ul style="list-style-type: none"> <li>• Administration of First Aid Policy</li> <li>• Administration of Medication Policy</li> <li>• Anaphylaxis and Allergic Reactions Policy</li> <li>• Asthma Management Policy</li> <li>• Child Safe (MCC)</li> <li>• Dealing with Medical Conditions</li> <li>• Emergency and Evacuations</li> <li>• Excursions, Regular Outings and Service Events</li> <li>• Incident, Injury, Trauma and Illness Policy</li> <li>• Inclusion and Equity</li> <li>• Privacy and Confidentiality Policy</li> <li>• Staffing</li> </ul>

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