

Asthma Management Policy

EKGA is committed to the safety and well being of all staff members and children attending their programs.

Our Commitment

Asthma management should be viewed as a shared responsibility. To this end each of the key groups within the EKGA give the following undertakings:

The Management will:

- Identify individuals with asthma during the enrolment process.
- Provide individuals with a copy of the Asthma Policy upon enrolment if requested.
- Provide all staff with a copy of the Asthma Policy and brief them on asthma procedures upon their appointment to their position with us.
- Provide opportunity and encouragement for staff to attend regular asthma training and ensure that at least one trained member of staff is present during all onsite and offsite activities.
- Provide an Asthma Record to individuals with asthma upon enrolment. The completed Asthma Record is to be returned promptly, reviewed annually and kept in a central location.
- Ensure that all staff are informed of those with asthma in their care.
- Formalise and document the internal procedures for Asthma First Aid, for both individuals with a diagnosis of asthma, and those with no known diagnosis of asthma (first attack).
- Ensure that at least one Asthma First Aid poster is displayed in a key location.
- Ensure that the Asthma Emergency Kit contains a blue reliever puffer (e.g. Airomir, Asmol, Epaq or Ventolin), a spacer device and child mask if necessary and concise written instructions on Asthma First Aid procedures.
- Provide a mobile Asthma Emergency Kit for use on activities offsite.
- Identify and, where possible, minimise asthma triggers.
- Promptly communicate any concerns should it be considered that an individual's asthma is limiting his/her ability to participate fully in all activities.

Staff will:

- Ensure that they maintain current training in managing an asthma emergency.
- Ensure that they are aware of anyone in their care with asthma.
- Optimise the health and safety of each individual through supervised management of their asthma where required.
- Ensure that all regular prescribed asthma medication is administered in accordance with the information on the personalised Asthma Record or Asthma Action Plan.
- Administer emergency asthma medication if required according to the Asthma Action Plan. If no Asthma Plan is available the Standard Asthma First Aid Plan should be followed immediately.
- Promptly communicate, to management and where applicable, families, if they are concerned about asthma limiting an individual's ability to participate fully in all activities.
- Provide the contact details of Asthma Foundation NSW if further asthma advice is needed.
- Regularly maintain all asthma components of the first aid kit to ensure all medications are current and any asthma devices are cleaned after each use and ready to use.
- Encourage asthmatics to carry their reliever medication and use their medication as soon as symptoms develop.
- Identify and, where possible, minimise asthma triggers.



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Families will:

- Inform staff, either upon enrolment or on initial diagnosis, if anyone has a history of asthma.
- Provide all relevant information regarding the individual's asthma via the Asthma Management Plan as provided by their doctor.
- Notify the staff, in writing, of any changes to the Asthma Record during the year.
- Ensure that an adequate supply of appropriate medication (reliever) and spacer device clearly labeled is provided where applicable with the individual's name. This should not be left in the participant's bag. It must be placed in the medication tub so it can be accessed at all time.
- Communicate all relevant information and concerns with staff as the need arises e.g. if asthma symptoms were present during the night.

Procedure

The following procedure applies to any person suffering an asthma attack, be it the first time or not. A reliever puffer is kept in the First Aid kit for emergency use.

All staff should be familiar with Asthma Management procedures.

- Reassure and calm person while assisting them into an upright position – sitting in a chair, preferably leaning slightly forward and resting hands on a support such as a table or pillow (allowing for easier expansion of chest).
- (1) without delay, obtain puffer.
- (2) Shake the puffer and give four separate puffs of a reliever medication (Blue, grey, puffer/inhaler) – one puff at a time via a spacer*. Ask the person to breathe in and out 4 times after each puff. If a spacer is not available, then follow the above 4 steps using just the reliever puffer
- (3) Wait 4 minutes. If there is no improvement repeat step (2).
- If still no improvement, call an ambulance immediately (phone 000; mobile 112) and state that the person is having an asthma attack. Continuously repeat Steps (2) and (3) whilst waiting for the ambulance.

*SPACER AND PUFFER HYGIENE: Clean after each use by:

- Wash in a little detergent and hot water – do not rinse
- Shake and air dry
- Store in a sealed plastic bag

Please note: a folder containing Medical Management Plans is kept on the shared document drive. EKGA staff should be aware of those children who have a history of asthma, particularly when supervising a strenuous activity. Students with a management plan should have a copy of this uploaded to their iClass record as a flag for staff that a plan is on file for the child.

Prevention of Exercise-induced Asthma

- Ensure the child uses their reliever puffer 5-10 minutes before commencing activity.
- Ensure the child always warms up.
- Child should always cool down following exercise or sport.
- The child should stop the activity if asthma symptoms occur.
- Administer 4 puffs of reliever via spacer.
- Physical activity should only recommence if symptoms disappear entirely.



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Asthma medication ie. Ventolin

Asthma medication can be stored on site. Staff with First Aid qualifications or specific Asthma management training may use another person's reliever or one stored on site (ie. Ventolin, Respolin, Asmol or Bricanyl) to assist a casualty with an asthma attack.

EKGA will keep an emergency reliever medication onsite at all times. Families should not rely on this, however it will be made available as a backup if needed.