

ASTHMA MANAGEMENT POLICY

QUALITY AREA 2 – VERSION 1.3



PURPOSE

This policy outlines the procedures for Denzil Don Kindergarten to:

- Ensure service staff, and families are aware of their obligations and best practice in the management of asthma at the service.
- Ensure all necessary information for the effective management of children with asthma is collected, recorded, and maintained so that appropriate care and attention is provided, when required.
- Ensure parents/carers provide a current Medical Management Plan for their child diagnosed with asthma.
- Ensure parents/carers supply an up-to-date Asthma Action Plan for their child prior to commencement at the service, and ensure a new plan is provided at least annually.
- Develop and implement individualised risk minimisation and communication plans in consultation with parents/carers.
- Support and respond appropriately to the needs of children who have not been diagnosed with asthma but experience breathing difficulties or a suspected asthma attack while attending the service.
- Ensure that service staff and families follow current advice and guidelines from Emergency Management Victoria in relation to thunderstorm asthma events.

This policy should be read in conjunction with the *Dealing with Medical Conditions Policy*.

POLICY STATEMENT

The safety, health, wellbeing, rights and best interests of every child guide all decisions, actions and practices of Denzil Don Kindergarten staff.

VALUES

Denzil Don Kindergarten is committed to:

- Providing a safe, supportive, and healthy environment for all children enrolled at the service.
- Supporting children with asthma to participate fully and safely in all aspects of the program.
- Implementing clear procedures and guidelines to ensure the effective management of asthma at the service.
- Promoting awareness and understanding of asthma among staff, families, and individuals involved in the care of children attending the service.

SCOPE

This policy applies to the Approved Provider, all service staff (educational and non-educational), students, volunteers, parents/carers, children, and others attending the programs and activities of Denzil Don Kindergarten.

Asthma management is a shared responsibility. While Denzil Don Kindergarten acknowledges its duty of care to provide a safe environment and appropriate support for children with asthma at the service, the primary responsibility for the child's asthma management remains with the child's family and their registered medical practitioner.

Parent/Carer Responsibilities Under This Policy:
Ensure your child's enrolment form and medication records are fully completed prior to commencement, including current emergency contact details
Provide a current Asthma Action Plan, developed in consultation with a registered medical practitioner, before your child begins attending the service. The plan must be reviewed and updated at least annually
Participate in the development of a Risk Minimisation Plan and Communication Plan in consultation with the service
Supply all required asthma medication and equipment for your child, including reliever medication, spacer, and face mask (if required), prior to commencement and understand that they must remain at the service for the duration of enrolment
Ensure all medication and equipment are clearly labelled with your child's name, are within expiry dates, and are replaced as required before expiry

Notify the service in writing of any changes to your child's Asthma Action Plan, medical condition, medication, or emergency contact details
Inform the service if your child's asthma symptoms change or if new triggers are identified
Provide consent for the display of your child's condition including the Asthma Action Plan (with photo) where required to support effective emergency response
Work in partnership with educators and staff to support the ongoing management of your child's asthma
Communicate concerns regarding your child's asthma management, health, or participation at the service
Read, understand and follow the service Code of Conduct at all times
Adhere to this policy and all other service policies at all times

Responsibilities: R indicates legislation requirement	Approved provider & persons with management or control	Nominated Supervisor and Person in Day-to-Day Charge	All service staff (educational & non-educational)	Contractors, Volunteers & Students
Provide all staff with access to this policy and ensure awareness of asthma management strategies (see Procedures) upon employment. This policy, and all policies, can be found on the kindergarten website denzildonkinder.org.au/policies/ and, in the Policy Folder in the office	R	√		
Provide families with access to the <i>Asthma Management Policy</i> and the <i>Dealing with Medical Conditions Policy</i> upon enrolment (<i>Regulations 90, 91</i>)	R	√		
Ensure casual and relief staff induction includes specifies information about the children diagnosed with asthma, and the location of their medication and action plans	R	R		
Provide approved Emergency Asthma Management (EAM) training (see Definitions) to staff as required under <i>National Regulation 136</i>	R	√		
Ensure at least one staff member with current approved EAM training is on duty at all times *Denzil Don Kindergarten requires all educational staff to hold current, approved First Aid qualifications, including Asthma*	R	√		
Ensure first aid, anaphylaxis, and EAM qualifications held by staff is current - within 3 years - and in accordance with the <i>National Law (Section 169(4))</i> and <i>Regulations (136, 137)</i>	R	√		
Maintain current approved EAM qualifications		R	R	√
Record details of EAM training on the Staff Currency Register	R	√		
Facilitate communication between staff and families regarding asthma management strategies and this policy	R	√		
Follow advice from Emergency Management Victoria regarding thunderstorm asthma and implement communication strategies for families	R	√	√	√
Implement procedures to reduce exposure during thunderstorm asthma events (e.g., remain indoors with windows and doors closed)	R	√	√	√
Implement asthma first aid procedures consistent with current national recommendations	R	R	R	
Ensure all staff know and follow asthma first aid procedures	R	√		
Display the Asthma Australia Asthma First Aid poster in key locations (<i>see Sources, Attachment 2</i>)	R	√		

Ensure adequate provision and maintenance of asthma first aid kits	R	√		
Check expiry dates of reliever medication regularly and replace as required; wash spacers and masks with warm soapy water after use, and leave to dry in the sun, if possible (process approved by Asthma Australia)	R	√	√	
Take an Asthma Emergency Kit (see Definitions) on all excursions and offsite activities (<i>see Excursions and Service Events Policy</i>)	R	R	√	
Identify children with asthma during enrolment and inform the child's educators	R	√		
Ensure all children with an Asthma Action Plan, Risk Minimisation Plan, and Communication Plan have the plan filed with their enrolment record	R	√		
Ensure the Asthma Action Plan is accessible to staff (<i>Regulations 90 (iii)(D)</i>); explain display requirements to families and obtain consent (<i>see Privacy and Confidentiality Policy</i>)	R	√		
Develop a Risk Minimisation Plan (<i>see Definitions</i>) for each child with asthma in consultation with families	R	√	√	
Develop and implement a Communication Plan to inform relevant staff and volunteers (<i>Regulation 90 (c) (iv)(A)(B)</i>) (<i>see Dealing with Medical Conditions</i>)	R	√	√	√
Maintain ongoing communication with families regarding the child's asthma management (<i>see Dealing with Medical Conditions</i>)	R	√	√	
Maintain a secure and accessible list of children with asthma, including their action plans (can be found in the service EMP, medication wallets in classrooms and on the poster in each classroom)	√	√	√	
Ensure families provide adequate, clearly labelled reliever medication, spacer, and mask (if required) for all times their child is in attendance	R	√		
Administer medication in accordance with the child's Asthma Action Plan and the Administration of Medication Policy	R	R	R	
Maintain a medication record for each child for whom medication is to be administered (<i>Regulation 92</i>)	R	√	√	
Notify parents/carers and emergency services as soon as practicable if medication is administered without prior authorisation in an emergency (<i>Regulation 94</i>)	R	R	R	
Identify and minimise asthma triggers in consultation with families and as outlined in the Asthma Action Plan	R	√	√	
Plan activities that consider the needs of all children, including those with asthma, ensuring that they are not discriminated against in anyway	√	√	√	√
Support children with asthma to participate fully and safely in all activities	√	√	√	√
Consult with families regarding their child's health, safety, and asthma management	R	√		
Communicate concerns to families if asthma affects the child's participation or wellbeing	√	√	√	
Identify symptoms of an asthma attack and locate each child's medication and action plan quickly	R	√	√	
Follow reporting procedures in the Incident, Injury, Trauma and Illness Policy when a child experiences illness, injury, or a medical emergency	R	R	R	√
Communicate any concerns immediately to families regarding asthma management or incidents	R	√	√	

BACKGROUND & LEGISLATION

BACKGROUND

Asthma is a chronic and manageable health condition that affects approximately one in nine Australian children and remains one of the most common causes of childhood hospital admissions. With effective asthma

management, children with asthma can participate fully in everyday activities without restriction. Community education plays an important role in improving understanding of asthma and reducing its overall impact.

Common symptoms of asthma include wheezing, coughing (particularly at night), chest tightness, difficulty breathing, and shortness of breath. These symptoms can vary between children. Children under six years of age generally do not have the ability to recognise or manage their own asthma effectively, highlighting the need for adult support and supervision.

Denzil Don Kindergarten supports staff and the community to understand asthma and promote responsible management strategies. As a duty of care, all service educational staff are required to hold current approved emergency asthma management training.

LEGISLATION & STANDARDS

Relevant legislation and standards include but are not limited to:

- 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 Protection Act 2014 (Vic)
- Public Health and Wellbeing Act 2008 (Vic)
- Public Health and Wellbeing Regulations 2009 (Vic)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms, see the Definitions File located online: <https://denzildonkinder.org.au/policies/> OR in the Policies Folder in the kindergarten office.

Approved Emergency Asthma Management (EAM) training: training approved by the National Authority in accordance with Division 7 of the National Regulation, that 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.

Asthma Emergency Kit: contains: reliever medication, two small volume spacer devices, two compatible children's face masks (for children under the age of four), record form and asthma first aid instruction card.

Risk minimisation plan: provides child-specific information about asthma triggers and strategies to avoid these in the service.

SOURCES & RELATED POLICIES

SOURCES

Attachment 1: [Asthma Action Plan – download from the Asthma Australia website](#)

Attachment 2: [Asthma First Aid poster – download from the Asthma Australia website](#)

RELATED POLICIES

- Administration of Medication
- Anaphylaxis and Allergic Reactions
- Dealing with Medical Conditions
- Emergency and Evacuation
- Excursions and Service Events
- Incident, Injury, Trauma and Illness
- Privacy and Confidentiality
- Staffing

EVALUATION

To assess whether the values and purposes of the policy have been achieved, we will:

- seek feedback from all parties affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify all stakeholders affected by this policy at least 14 days before any significant change is made to the policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).

PROCEDURES

- [Asthma Australia's Asthma First Aid](#)

ATTACHMENTS

- NIL

AUTHORISATIONS

This policy was adopted by the approved provider of Denzil Don Kindergarten on 07/06/2026.

REVIEW DATE: **07 June 2028**