

the Y Ballarat – Asthma Policy

Policy Number	Date Approved	Date Last Amended	Status
CP010 - PO	03/06/2020		Final

1. PURPOSE

This policy will outline the procedures to:

- ensure educators, staff and parents/guardians are aware of their obligations and the best practice management of asthma at the Y Ballarat Children's Services (YMCA)
- ensure that all necessary information for the effective management of children with asthma enrolled at YMCA Services is collected and recorded so that these children receive appropriate attention when required
- respond to the needs of children who have not been diagnosed with asthma and who experience breathing difficulties (suspected asthma attack) at the service.

2. SCOPE

The scope of this Policy applies to all Board members, Sub Committee members, staff and volunteers. This policy applies to The Young Men's Christian Association of Ballarat Inc and related entities and the Ballarat YMCA Youth Services. For the purposes of this document we refer to these as the YMCA. All Procedures must conform to this Policy.

3. POLICY

The Y Ballarat is responsible for:

- providing the Nominated Supervisor and all staff with a copy of the service's *Asthma Policy*, and ensuring that they are aware of asthma management strategies (refer to Attachment 1) upon employment at the service
- ensuring at least one staff member with current approved Emergency Asthma Management (EAM) training (refer to *Definitions*) is on duty at all times.
- ensuring the details of approved Emergency Asthma Management (EAM) training (refer to *Definitions*) are included on the staff record (refer to *Definitions*) ensuring that all educators' approved first aid qualifications, anaphylaxis management training and Emergency Asthma Management (EAM) training are current, meet the requirements of the National Law (Section 169(4)) and National Regulations (Regulation 137), and are approved by ACECQA

4. ROLES AND RESPONSIBILITIES

Department/Role	Responsibility
Children's Services Management	Is responsible for the development, monitoring, and review of the policy and related systems, ensuring content meets all legislated requirements. To facilitate policy awareness to all educators on the

	appropriate implementation and use of the policy.
Responsible Persons	<p>YMCA nominated supervisor/ and or service management will oversee the implementation and service adherence of the policy</p> <p>Nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>Is responsible for addressing any instance of non-compliance with this policy- and implementing strategies to help prevent non- compliance with this policy.</p> <p>Responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</p>
All employees, volunteers & students	<p>Responsible for meeting the requirements outlined in this Policy.</p> <p>Responsible for raising concerns or complaints in accordance with this Policy.</p>

5. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

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 ACECQA website: http://www.acecqa.gov.au . EAM training provides knowledge about the underlying causes of asthma, asthma triggers, and the recognition and treatment of an asthma attack.
Asthma Child and Adolescent Program (ACAP):	A Commonwealth Government funded, one-hour asthma training program available free of charge to all preschool staff (four-year-old funded program). This training covers asthma management and first aid in an emergency. Asthma Australia recommends that all education staff working on site (teaching and non-teaching) attend an ACAP session. The program also provides resources to parents/guardians and carers of children with asthma.
Asthma Friendly Children's Services Program:	A program developed by The Asthma Foundation of Victoria to provide a safer environment for children in kindergarten, childcare, family day care and out-of-school

	hours care. This program also gives staff the confidence and skills to care for a child with asthma and gives parents/guardians peace of mind. To be recognised as an Asthma Friendly Children's Service, services must address and fulfill five essential criteria, which will be assessed by The Asthma Foundation of Victoria. Upon accreditation, the service will receive a certificate and window sticker. This accreditation is valid for three years.
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 Action Plan templates can be downloaded from The Asthma Foundation of Victoria's website: www.asthma.org.au . A sample plan specifically for use in children's services is available from this website
Asthma emergency:	The onset of unstable or deteriorating asthma symptoms requiring immediate treatment with reliever medication.
Asthma first aid kit:	Kits should contain: <ul style="list-style-type: none"> • reliever medication • 1 small volume spacer device • 1 compatible children's face mask • record form • asthma first aid instruction card. The Asthma Foundation of Victoria recommends that spacers and face masks are for single-use only.
Asthma triggers:	Things that may induce asthma symptoms, for example, pollens, colds/viruses, dust mites, smoke and exercise. Asthma triggers will vary from child to child.
Duty of care:	A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.
Medication record:	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 (Regulation 92). A sample medication record is available on the ACECQA website.

Metered dose inhaler (puffer):	A common device used to administer reliever medication.
Puffer:	The common name for a metered dose inhaler.
Reliever medication:	This comes in a blue/grey metered dose inhaler 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 as Airomir, Asmol, Epaq or Ventolin.
Spacer device:	A plastic 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.
Staff record:	Must be kept by the service and include details of the Nominated Supervisors, the educational leader, other staff members, volunteers and the Responsible Person. The record must include information about qualifications, training and details of the <i>Working with Children</i> Check (Regulations 146–149).

6. LEGISLATIVE AND INDUSTRY REQUIREMENTS

Related Legislation -

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*: Sections 167, 169, 174
- *Education and Care Services National Regulations 2011*: Regulations 90, 92, 93, 94, 95, 96, 136, 137
- *Health Records Act 2001* (Vic)
- *National Quality Standard*, Quality Area 2: Children’s Health and Safety
- *Information Privacy Act 2000* (Vic)
- *Privacy Act 1988* (Cth)
- *Public Health and Wellbeing Act 2008* (Vic)
- *Public Health and Wellbeing Regulations 2009* (Vic)

7. SUPPORTING DOCUMENTS

Asthma Foundation of Victoria’s website: www.asthma.org.au

ACECQA website: <http://www.acecqa.gov.au>.

8. Approval and Review

Approved By: Executive Management Group
Meeting Name: Executive Management Meeting
Meeting Date: 3rd June 2020
Effective Date: 4th June 2020
Review Date: April 2021
Procedure Owner: Alicia Pratt OSHC Manager
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Amendment:

Version	Date	Author	Change Description
V!	June 2020	Alicia Pratt	Minor Updates