**Busy Bodies Child Care Centre Ltd**

**Asthma Policy**

Asthma is a chronic health condition affecting approximately 15% of children. Community education and correct Asthma management will assist to minimise the impact of Asthma. It is generally accepted that children under the age of six do not have the skills and ability to recognise and manage their own Asthma effectively. With this in mind, Busy Bodies recognises the need to educate its staff and parents /carers about Asthma and to promote responsible Asthma management strategies.

**Aim**

This Asthma Policy aims to:

* Raise the awareness of Asthma amongst those involved within Busy Bodies.
* Provide the necessary strategies to ensure the health and safety of all persons with Asthma involved with Busy Bodies.
* Provide an environment in which children with Asthma can participate in all activities to their full capacity.
* Provide a clear set of guidelines and expectations to be followed with regard to the management of Asthma.

**Procedure**

Management will:

* Provide staff with copies of the Asthma Policy
* Provide parents / carers with a copy of the Asthma Policy upon enrolment.
* Request families to identify children with Asthma on the enrolment form.
* Request an Asthma Action Plan from the child’s GO upon enrolment. The Asthma Action Plan is to be returned to us within 7 days. The Asthma Plan is to be reviewed annually by the child’s GP.
* Record a copy of any Asthma Action Plans with the child’s enrolment forms.
* Inform parents / carers of their requirements to provide Busy Bodies with a clearly labelled blue reliever puffer and a clearly labelled spacer device.
* Encourage open communication between parents / carers and staff regarding the status and impact of a child’s Asthma.
* Promptly communicate any concerns to parents / carers should it be considered that a child’s Asthma is limiting his / her ability to participate fully in activities.
* Provide opportunities for staff and parents / carers to attend Asthma Training, as available.

Staff will:

* Ensure that they are aware of the children in their care with Asthma.
* Ensure in consultation with the parents/carers, the health and safety of each child through supervised management of the child’s Asthma.
* Identify and where practicable, minimise Asthma triggers.
* Where necessary, modify activities in accordance with a child’s needs and abilities.
* Only administer prescribed Asthma medication in accordance with the information on the child’s Asthma Action Plan.
* Promptly communicate to management or parents / carers any concerns should it be considered that a child’s Asthma is limited his / her ability to participate fully in activities.
* Ensure that children’s asthma medication is taken on trips to events.
* Ensure that children with Asthma are treated the same as other children.
* Ensure that Asthma medication is accessible at all times.
* Ensure parents / carers complete a medication form for scheduled administration of Asthma medication.
* Asthma medication is to be administrated as stated on the medication form completed by parents / carers on relevant days.
* Notify a child’s parents / carers and the Manager if a child has had a suspected Asthma attack.

Parent / carers will:

* Inform staff, either upon enrolment or on initial diagnoses, that their child has a history of Asthma.
* Provide all relevant information regarding the child’s Asthma via an Asthma Action Plan. Also keep this Action Plan up to date and regularly checked by the GP.
* Notify the staff, in writing, of any changes to the Asthma Action Plan.
* Ensure that their child has an adequate supply of appropriate Asthma Medication at all times and that this is in date.
* Ensure that they provide the centre with a clearly labelled blue reliever puffer and a clearly labelled spacer device including the child’s name.
* Communicate all relevant information and concerns to staff as the need arises.
* Ensure in consultation with the staff, the health and safety of their child through supervised management of the child’s Asthma.

Whenever practical children will be encouraged to seek their reliever medication as soon as their symptoms develop.

**Emergency Procedure**

If a child or staff member develops signs of what appears to be an Asthma attack appropriate care must be given immediately. Regardless of whether the attack is mild, moderate or sever treatment should commence immediately as delay may increase the severity of the attack and ultimately put the person’s life at risk.

1. If a child has written instructions of their Asthma Action Plan follow these steps immediately.
2. A problem that may be encountered is when a child suddenly collapses or appears to have difficulty breathing and is not known to have pre-existing Asthma problems. In this situation staff should:

* Call an ambulance immediately and state that a child is having breathing difficulties.
* The child’s parent / carer should be contacted at the same time as the ambulance.

**Related policies**

* Medication policy
* Accident and major incident policy

This policy and procedure will be reviewed annually.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

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