

## **Asthma Friendly Childcare Service**

### Guidelines and criteria

Asthma Australia has developed guidelines for community settings to become Asthma Friendly.

Childcare services, schools, workplaces, clubs and other community settings are declared Asthma Friendly when they meet four criteria.

The following best practice guidelines can assist education and childcare services to meet these criteria and become Asthma Friendly.

The guidelines complement and support regulations, standards and policy for schools, preschools, kindergartens, family day care, occasional care, long day care, and out of school hours care services.



### **1. Education & training**

- Provide asthma education for staff, including new staff
- Ensure staff understand routine asthma management for children in their care
- Ensure staff are aware of the procedures involved in treating an asthma attack
- Provide routine updates, at least every two years, and more frequently for new staff, or if children's needs or staff indicate it is necessary

### **2. Equipment**

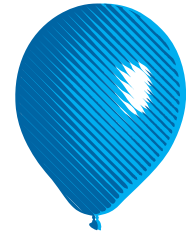
- Ensure Asthma Emergency Kits are accessible
- Ensure Asthma Emergency Kits include blue reliever puffer medication, an appropriate spacer device, a mask for under 5 year olds and instructions on use and maintenance of all items
- Store Asthma Emergency Kits for safety and ease of access in an emergency
- Ensure there is an Asthma Emergency Kit available to take on excursions

### **3. Information**

- Display asthma first aid information and make asthma management information available to parents/carers
- Display asthma first aid posters in a position central to the main activity area and/or in the first aid area
- Ensure you have up-to-date asthma education materials on display for staff and parents/carers

### **4. Policy**

- Develop and routinely review asthma management policies and procedures
- Consider existing practices and legal, policy and industrial responsibilities
- Consider who should be involved to assist you. Establish a committee: this group could address all child health issues. Involve parents/carers as well as staff



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- Develop strategies for implementation and review. Consider timeline, resources, communication, education sessions, key groups and practical support
- Encourage parents to supply an asthma care plan. Records are kept about their routine and any emergency asthma management
  - Create a register of children with asthma and add it to the central file and daily medication log
  - Ensure that records for children with asthma are kept in order, up to date and are easily accessible to staff
  - Ask parents/carers to provide an asthma care plan for their child that is completed in consultation with the child's doctor
  - Encourage parents/carers to alert staff of any changes in their child's asthma symptoms
  - Encourage parents/carers to supply current medication, clearly dated and labelled in the original container with written instructions from the doctor for use
  - Document all asthma attacks witnessed and/or treated by staff and inform the child's parents/carers as a matter of priority. Review this documentation on a regular basis to ensure staff compliance with policy and procedures
- Establish a process for identifying and minimising exposure to any known asthma triggers
- Ensure that children whose care plan indicates asthma medication is required before exercise or play receive their medication
- Ensure every new staff member and family is aware of your asthma management policies and procedures

**Contact Asthma Foundation SA for more information:**

**1800 645 130**  
**asthmasa.org.au**