



Asthma Policy and Procedures

Introduction

Asthma is a chronic health condition affecting approximately 15% of children.

It is one of the most common reasons for childhood admission to hospital.

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, the management recognises the need to educate the staff and parents/carers about asthma and to promote responsible asthma management strategies.

Aims of the Policy

Fizzy Fish considers the welfare, safety and protection of all children as of paramount importance, therefore we will:

- Ensure all children, diagnosed with asthma, receive the appropriate treatment as required.
- Respond to the needs of children who have not been diagnosed with asthma and who have an asthma attack whilst in the setting.
- Raise awareness about asthma among the management, staff, parents/carers of children attending the setting.
- Provide a safe and healthy environment for all children enrolled at the setting.
- Provide an environment in which all children with asthma can participate to realise their full potential.
- Provide a clear set of guidelines and expectations to be followed with the regard to the management of asthma.

Procedures for the Management of Asthma

We will:

- Where appropriate, will provide Asthma treatment training for staff.
- Where appropriate, will hold Asthma management information meetings with the parents/carers of children with diagnosed asthma. This meeting will be held on starting at the setting, on a change of symptoms, on asthma being newly diagnosed and at the beginning of each year to review the *My Asthma Plan*. The *Asthma Card* will be completed at this meeting. The Medication section of the form need only be completed if medication is to be left at the setting.



- Encourage open and honest communication between parents/carers and staff regarding the up to date status and impact of a child's asthma.
- Provide families whose child has been diagnosed with asthma, an *My Asthma Plan* to complete. This will be stored in the child's personal file and a copy will be kept with the child's medication.
- An *Asthma Card* will be completed for each child with asthma and stored in the same place as the medication is kept.
- Store all the children's asthma medication and paperwork in a secure and accessible location out of the reach of children.
- Ensure that a child's asthma medication is taken on any outings they may participate in.
- Identify, record and minimise known asthma triggers for diagnosed children. The trigger information will be recorded on the *Known Allergies and Prohibited Foods* form.
- Promptly communicate any concerns to parents/carers if it is considered that a child's asthma is limiting their ability to participate fully in the all activities.
- Record all asthma medication administered on a *Permission to Administer Medicine or Treatment over Extended Period* form.
- Refuse a child entry to the setting if asthma medication has not been provided for those children diagnosed with asthma or who have had a recent asthma attack.

Parents/carers must:

- Inform staff, either on enrolment or on initial diagnosis, that their child has a history of asthma.
- Provide all relevant information regarding the child's asthma via the *My Asthma Plan*.
- Review and update the *My Asthma Plan* throughout the year as required and at the beginning of each year. A new form should be completed if a change is needed and identified with the Issue number and date, ie Issue n/month year. Old forms will be stored in the child's personal file.

Plan of Action for a Child with Diagnosed Asthma

The staff, together with the parents/carers of a child, will discuss and agree on a plan of action for the emergency treatment of an asthma attack. The information will be recoded on the *My Asthma Plan* and will be stored in the child's personally file and with the medication.

The parent will ensure that asthma medication is always in the setting.



If appropriate, staff will be trained in the procedure for administering the medication.

Action to be taken if a Child Collapses or has Difficulty in Breathing with a Suspected Asthma Attack

Children with known asthma

Staff will follow the agreed *My Asthma Plan*. If this is NOT available, the following steps will be taken:

1. Sit the child upright and remain calm to reassure them.
2. Without delay, shake the blue (reliever) inhaler and give 4 separate puffs through a spacer if available. For each puff, encourage the child to take 4 breathes.
3. Wait 4 minutes. If no improvement, repeat step 2.
4. If still no improvement after a further 4 minutes, call ambulance immediately and state clearly that the child is "having an asthma attack". You will need to give the location of where the child is and your name.

Repeat steps 2 & 3 whilst waiting for the ambulance.

Children without known asthma

1. Get someone to call an ambulance and state that the child is "having difficulty breathing". You will need to give the location of where the child is and your name.
2. Sit the child upright and remain calm to reassure them.

Associated forms:

Asthma UK - My Asthma Plan

Permission to Administer Medicine or Treatment over Extended Period

Known Allergies and Prohibited Foods

Asthma Card