

Child Care Administrators Responsibility Checklist

The following is a summary of the responsibilities of child care administrators to create an asthma friendly child care centre:

- Include a question about whether a child has asthma and/or uses asthma medication on the Child Care Registration Form.

 - Create an Asthma Information Package and ensure each parent/guardian of a child with asthma receives and completes the forms included in the package.

 - Ensure child care providers meet with each parent/guardian of a child with asthma to review their completed forms included in their Asthma Information Package

 - Annually provide child care providers with a list of children who have asthma and/or use asthma medication and display the children's completed Child Asthma Management Plan in each of the child care centre classrooms.

 - Display the Ontario Lung Association's Managing Asthma Attacks poster in all centre classrooms and offices.

 - Monitor for asthma triggers on an ongoing basis and take action to reduce exposure to asthma triggers whenever possible.

 - Encourage children with asthma to participate in physical activities.

 - Develop an asthma policy or ensure existing policies:
 - allow children easy access to asthma medications at all times, including during field trips;
 - include a child care centre wide process for handling worsening asthma and asthma emergencies;
 - include training for all child care centre staff and volunteers on signs of asthma, how to give asthma medication, and how to recognize and handle worsening asthma and asthma emergencies;
 - are reviewed annually and updated to reflect current practices and updates on asthma information
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