

Review your enrolment policies and procedures

A suggestion for implementing the strategy

'Develop and implement health and safety policies and procedures' from the Guide:

[Allergies and learning](#)

Includes:

Obtain medical information

Identify learners with allergies

Ease anxiety

Use your SMS

Useful resources

Inclusive Education

From

Guide: [Allergies and learning](#)

Strategy: [Develop and implement health and safety policies and procedures](#)

Suggestion: [Review your enrolment policies and procedures](#)

Date

31 August 2025

Link

inclusive.tki.org.nz/guides/allergies-and-learning/review-your-enrolment-policies-and-procedures

Obtain medical information

The image displays two enrolment forms side-by-side. The form on the left is the 'RONGOTAI COLLEGE ENROLMENT FORM'. It includes sections for 'COMPLETE THIS SECTION ONLY IF STUDENT IS LIVING WITH A CAREGIVER' and 'FOR STUDENTS WHO WERE NOT ACHIEVING'. A magnifying glass callout points to the 'STUDENT INFORMATION' section, specifically highlighting the text: 'prescription medicines or an Epi-Pen requirement'. The form on the right is the 'Enrolment Agreement Form' from Northshore Playcentre. It includes a 'Medicine' section with 'Category (i) Medicines' and 'Category (ii) Medicines'. A magnifying glass callout points to the 'Category (ii) Medicines' section, highlighting the text: 'if your child requires medication as part of an individual health plan, for example an ongoing condition such as asthma or eczema'.

Source:

Ministry of Education

[View full image \(820 KB\)](#)

At enrolment, request and file children's and young people's allergy and/or anaphylaxis action plans. Learners with allergies may also have asthma.

Inclusive Education

From

Guide: [Allergies and learning](#)

Strategy: [Develop and implement health and safety policies and procedures](#)

Suggestion: [Review your enrolment policies and procedures](#)

Date

31 August 2025

Link

inclusive.tki.org.nz/guides/allergies-and-learning/review-your-enrolment-policies-and-procedures

Identify learners with allergies

Supplementary questions added to a standard medical form can result in effective identification and support for learners with allergies.

- ✓ Does your child or young person have an ASCIA anaphylaxis or allergic reaction action plan?
- ✓ Has your child previously had anaphylaxis?
- ✓ Does your child have an EpiPen?
- ✓ Has your child been prescribed any medication for allergies by their doctor? Explain the dosage and how to administer it.
- ✓ Have you provided written consent to administer medication as required?
- ✓ What causes your child to have an allergic reaction (for example, eating specific foods, skin contact with allergens, inhaling allergens)?
- ✓ How does your child react to specific triggers, (for example, with a rash, wheezing, coughing, or sneezing)?

Inclusive Education

From

Guide: [Allergies and learning](#)

Strategy: [Develop and implement health and safety policies and procedures](#)

Suggestion: [Review your enrolment policies and procedures](#)

Date

31 August 2025

Link

inclusive.tki.org.nz/guides/allergies-and-learning/review-your-enrolment-policies-and-procedures

Ease anxiety

Parents may be worried about the safety of their child, especially if they are at risk of anaphylaxis.

Provide support during the enrolment process.

- ✓ Follow-up on a child or young person's enrolment information.
- ✓ Organise a meeting with parents to discuss their and their child's individual needs.
- ✓ Discuss risk minimisation strategies and develop a health-care plan. When the young person at risk is at high school, they will usually be included in this discussion.
- ✓ Explain health and safety policies and procedures for managing allergies.

Inclusive Education

From
Guide: [Allergies and learning](#)

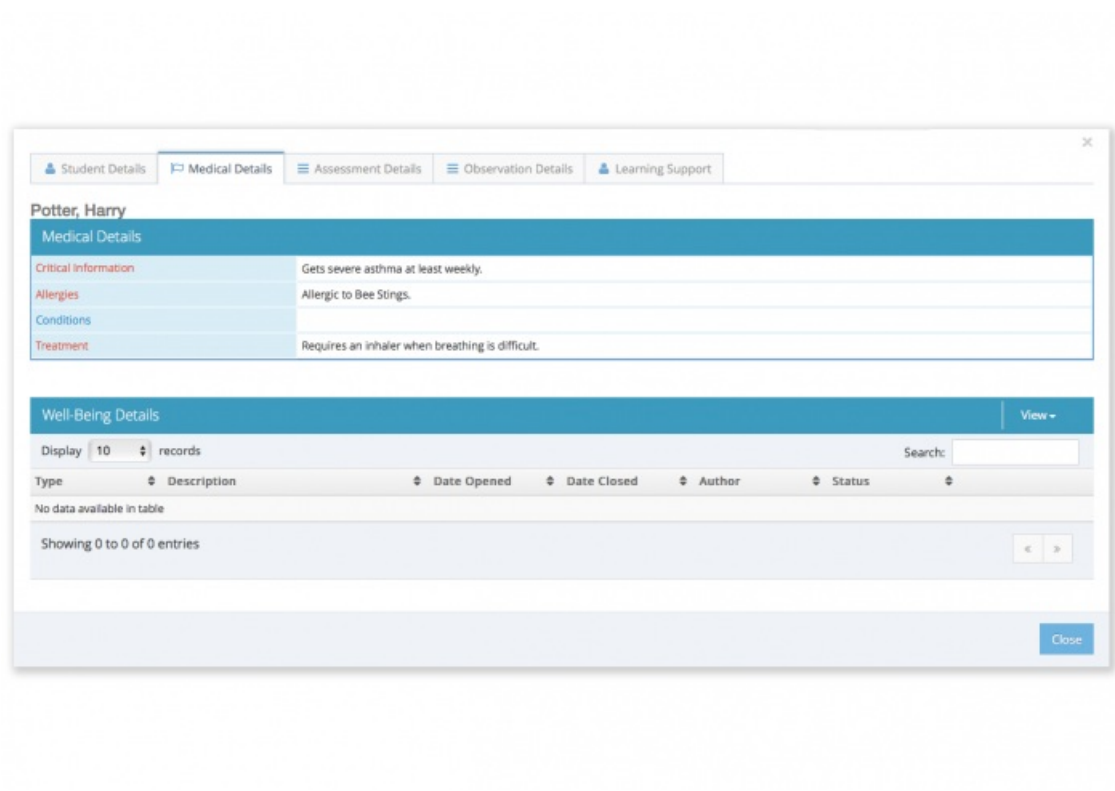
Strategy: [Develop and implement health and safety policies and procedures](#)

Suggestion: [Review your enrolment policies and procedures](#)

Date
31 August 2025
Link

inclusive.tki.org.nz/guides/allergies-and-learning/review-your-enrolment-policies-and-procedures

Use your SMS



[View full image \(67 KB\)](#)

Inclusive Education

From

Guide: [Allergies and learning](#)

Strategy: [Develop and implement health and safety policies and procedures](#)

Suggestion: [Review your enrolment policies and procedures](#)

Date

31 August 2025

Link

inclusive.tki.org.nz/guides/allergies-and-learning/review-your-enrolment-policies-and-procedures

Useful resources



Anaphylaxis fact sheet for parents of children at risk of anaphylaxis

This fact sheet outlines the roles and responsibilities of schools and families in supporting children at risk of anaphylaxis. It can be used to support the enrolment process.

Publisher: Australasian Society of Clinical Immunology and Allergy

[Visit website](#)



Allergy tips for school children

This guide lists 10 procedures to follow when enrolling students with severe allergies.

Publisher: Health Navigator New Zealand

[Visit website](#)



Examples of risk minimisation strategies for schools, preschools and childcare services

Read time: 12 min

This is a practical list of issues to be considered when developing policies and processes for dealing with allergies.

[Download PDF](#)

This information was downloaded/printed from the Ministry of Education's website "Inclusive Education". Except where otherwise noted it is Crown Copyright 2018.

Information on the Inclusive Education website is regularly updated so we recommend you check the website version of this information to ensure it remains current.