

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

07 June 2026

Link

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

Obtain medical information

The image displays two forms related to school enrolment. The left form is the 'RONGOTAI COLLEGE ENROLMENT FORM'. It includes sections for 'COMPLETE THIS SECTION ONLY IF STUDENT IS LIVING WITH A CAREGIVER' (with fields for name, address, relationship, occupation, telephone, and email) and 'FOR STUDENTS WHO WERE NOT BORN IN NZ' (with fields for date of arrival, passport, and residence). A callout bubble over the 'STUDENT INFORMATION' section states: 'prescription medicines or an Epi-Pen requirement'. The right form is the 'Enrolment Agreement Form' from 'Creative Adults Records'. It includes a 'Medicine' section with 'Category (I) Medicines' (non-prescription) and 'Category (II) Medicines' (prescription). A callout bubble over this section states: 'if your child requires medication as part of an individual health plan, for example an ongoing condition such as asthma or eczema'. Both forms have signature lines for 'Parent/Guardian Signature'.

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.

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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)?

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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.

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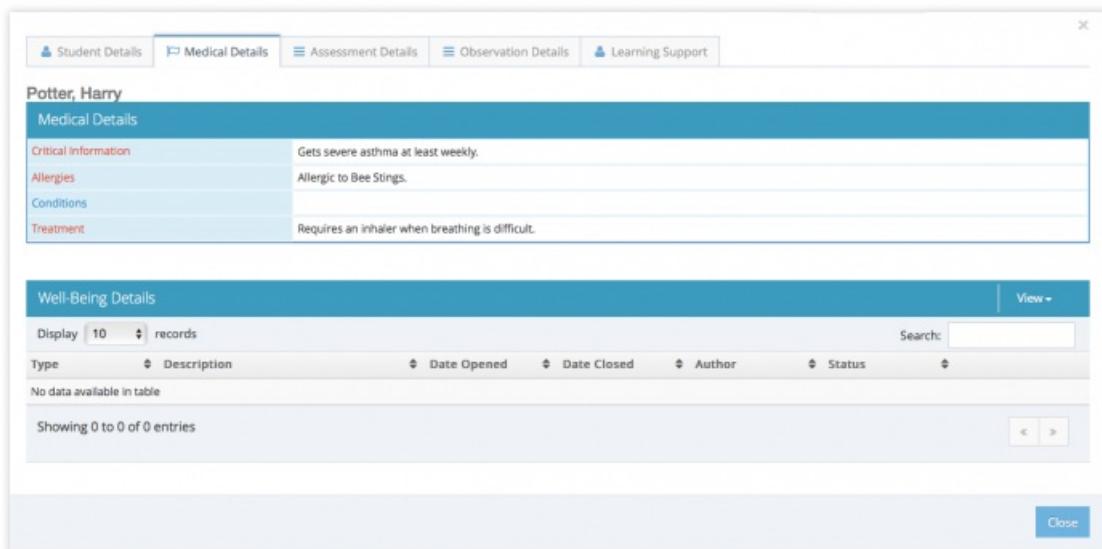
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Use your SMS



The screenshot shows a web interface for a student record. At the top, there are tabs for 'Student Details', 'Medical Details', 'Assessment Details', 'Observation Details', and 'Learning Support'. The 'Medical Details' tab is active. Below the tabs, the student's name 'Potter, Harry' is displayed. The 'Medical Details' section contains a table with the following information:

Category	Description
Critical Information	Gets severe asthma at least weekly.
Allergies	Allergic to Bee Stings.
Conditions	
Treatment	Requires an inhaler when breathing is difficult.

Below the medical details is a 'Well-Being Details' section with a 'View -' button. It includes a search bar and a table with columns: Type, Description, Date Opened, Date Closed, Author, and Status. The table is currently empty, showing 'No data available in table' and 'Showing 0 to 0 of 0 entries'. A 'Close' button is located at the bottom right of the interface.

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

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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.

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