

# Plan safe EOTC trips and excursions

A suggestion for implementing the strategy 'Review your policies and procedures' from the Guide: [Asthma and learning](#)

- 
- Includes:**
- Health and safety: EOTC policy
  - Plan safe excursions
  - Plan safe EOTC trips
  - Identify and assess risks (RAMS)
  - Useful resources

Inclusive Education

From

Guide: [Asthma and learning](#)

Strategy: [Review your policies and procedures](#)

Suggestion: [Plan safe EOTC trips and excursions](#)

Date

07 July 2026

Link

[inclusive.tki.org.nz/guides/asthma-and-learning/plan-safe-eotc-trips-and-excursions](https://inclusive.tki.org.nz/guides/asthma-and-learning/plan-safe-eotc-trips-and-excursions)

---

## Health and safety: EOTC policy

Understand and comply with legal responsibilities, [\(NELP\)](#).

Ensure that there is a health and safety policy with supporting procedures in place and that these are implemented effectively.

As part of your policy consider how you:

- identify children and young people with asthma
- ensure that emergency plans and procedures are in place
- minimise risks to asthma triggers
- plan to reduce exposure to indoor and outdoor triggers
- ensure medication is available at all times and is up-to-date
- identify emergency and first-aid procedures for children and young people with asthma
- train all new and existing staff and parent helpers to deliver asthma first aid
- maintain an emergency asthma kit.

Inclusive Education

From

Guide: [Asthma and learning](#)

Strategy: [Review your policies and procedures](#)

Suggestion: [Plan safe EOTC trips and excursions](#)

Date

07 July 2026

Link

[inclusive.tki.org.nz/guides/asthma-and-learning/plan-safe-eotc-trips-and-excursions](https://inclusive.tki.org.nz/guides/asthma-and-learning/plan-safe-eotc-trips-and-excursions)

---

## Plan safe excursions



Source:

Siewerin

<https://pixabay.com/en/children-gardener-kindergarten-832136/>

[View full image \(1 MB\)](#)

Inclusive Education

From

Guide: [Asthma and learning](#)

Strategy: [Review your policies and procedures](#)

Suggestion: [Plan safe EOTC trips and excursions](#)

Date

07 July 2026

Link

[inclusive.tki.org.nz/guides/asthma-and-learning/plan-safe-eotc-trips-and-excursions](https://inclusive.tki.org.nz/guides/asthma-and-learning/plan-safe-eotc-trips-and-excursions)

---

## Plan safe EOTC trips

Obtain and review the medical and health information of all participants involved in an EOTC event.

### Be prepared:

- Identify specific allergens such as pollen or grass seeds, which may exacerbate an asthma attack, and plan to avoid these where possible.
- Include a spacer and inhaler in your first-aid kit.
- Check ākonga have their inhalers with them before setting out.
- Prior to the trip, ensure parent helpers know the signs of an asthma attack and what to do during an asthma episode.

Inclusive Education

From

Guide: [Asthma and learning](#)

Strategy: [Review your policies and procedures](#)

Suggestion: [Plan safe EOTC trips and excursions](#)

Date

07 July 2026

Link

[inclusive.tki.org.nz/guides/asthma-and-learning/plan-safe-eotc-trips-and-excursions](https://inclusive.tki.org.nz/guides/asthma-and-learning/plan-safe-eotc-trips-and-excursions)

---

## Identify and assess risks (RAMS)

Use effective **safety management plans** to minimise risks, with specific reference to children and young people with asthma, when planning for EOTC.

- 1 **Identify hazards** – find out the situations and things that could cause an asthma attack and/or affect treatment (Examples include: asthma triggers, access to asthma medication, asthma first-aid knowledge).
- 2 **Assess risks** – understand the nature of the risk, the consequences, and the likelihood of it happening (Examples include: anxiety, difficulty breathing, asthma attack, and distance from emergency services).
- 3 **Control risks** – implement the most effective control measures that are practicable in the circumstances (Examples include: quick access to reliever inhalers, asthma emergency kit, and cell phone).
- 4 **Review control measures** – review your asthma emergency procedures. Are they working as planned?

## Inclusive Education

From

Guide: [Asthma and learning](#)

Strategy: [Review your policies and procedures](#)

Suggestion: [Plan safe EOTC trips and excursions](#)

Date

07 July 2026

Link

[inclusive.tki.org.nz/guides/asthma-and-learning/plan-safe-eotc-trips-and-excursions](https://inclusive.tki.org.nz/guides/asthma-and-learning/plan-safe-eotc-trips-and-excursions)

---

## Useful resources



### EOTC guidelines – Bringing the curriculum alive

School guidelines supporting safe and effective practices and procedures for EOTC.

Publisher: Ministry of Education NZ

[Visit website](#)



### Risk identification, assessment and management

This series of checklists and guides provides general information for the education sector about the different elements of an effective health and safety system.

Publisher: Ministry of Education NZ

[Visit website](#)



### ECE excursions

Guidance for early learning services when planning excursions.

Publisher: Ministry of Education NZ

[Visit website](#)

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.