

Review your enrolment policies

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

-
- Includes:**
- Ask for medical information
 - Create a safe environment
 - Identify learners with asthma
 - Ease anxiety
 - School asthma checklist
 - Useful resources

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From

Guide: [Asthma and learning](#)

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

Suggestion: [Review your enrolment policies](#)

Date

19 February 2025

Link

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

Ask for medical information

The image shows two enrolment forms. The left form is titled 'RONGOTAI COLLEGE ENROLMENT FORM' and includes sections for 'COMPLETE THIS SECTION ONLY IF STUDENT IS LIVING WITH A CAREGIVER', 'FOR STUDENTS WHO WERE NOT BORN IN NZ', and 'STUDENT INFORMATION'. A magnifying glass highlights the text 'prescription medicines or an Epi-Pen requirement'. The right form is titled 'Enrolment Agreement Form' and includes sections for 'Medicine' and 'Category (I) Medicines'. A magnifying glass highlights 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

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At the time of enrolment identify children and young people with asthma. Review and update medical information annually.

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Create a safe environment

Include the following information as part of your initial enrolment:

- ✓ a written asthma action plan from the child or young person's healthcare professional
- ✓ a list of asthma triggers
- ✓ specific symptoms to look out for
- ✓ treatment plans for an asthma attack
- ✓ a list of all prescribed asthma medication, doses, and how they should be used
- ✓ written consent from parents to administer medication as required.

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Identify learners with asthma

Supplementary questions added to a standard medical form, with annual updates can result in effective identification and support for learners with asthma.

Questions to ask:

- Does your child have coughing, wheezing, chest tightness, or trouble breathing when playing or exercising?
- Has your child been prescribed asthma medication by their healthcare professional in the past 12 months?
- How many times in the last 12 months did your child go to the doctor or healthcare professional for an urgent visit because of breathing problems?
- Has your child been admitted to hospital because of breathing problems in the last 12 months?
- Have you ever been told by a doctor or healthcare professional that your child has asthma?

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Ease anxiety

Support families, whānau, and learners during the enrolment process by:

- ✓ following up on a child's or young person's enrolment information
- ✓ contacting parents proactively, organising a meeting to discuss their child's individual health needs
- ✓ highlighting health and safety policies and procedures related to asthma management.

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School asthma checklist

Use the [school asthma checklist](#) as part of your enrolment process to help reduce the risk of asthma related illness at school.



Video hosted on Youtube <http://youtu.be/qqGpV7xC5jQ>

No captions or transcript

Source:

[Asthma FoundationNZ](#)

<https://www.youtube.com/watch?v=qqGpV7xC5jQ>

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Useful resources



School asthma checklist

A free downloadable pdf.

Publisher: Asthma + Respiratory Foundation, NZ

[Download PDF](#)

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