

Review your medication policies and procedures

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

Includes:

- ECE policies and procedures
- School policies and procedures
- Ensure access to asthma medication
- Inhalers and ECE
- Useful resources

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From

Guide: [Asthma and learning](#)

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

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

Date

13 September 2025

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

ECE policies and procedures

Review your policies and procedures to align with [HS28 Medicine administration guidelines](#).

Your policy should include:

- ✓ who has authority to give asthma medication
- ✓ where asthma medication will be safely stored but easily accessed by an adult when needed
- ✓ gaining written authority from parents to give medication
- ✓ a system for recording medication stored and dosage to be given – name of child and the amount of medicine to be given
- ✓ record of medicine administered (keep for 2 years)
- ✓ an annual review schedule for checking expiry dates on asthma emergency kits
- ✓ a procedure for sending all medication home to parents at the end of each year for them to check expiry dates and renew as required for the beginning of the new year.

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School policies and procedures

Review your policies to ensure quick and safe access to asthma medication.

The **Ministry of Education** recommends your policy should include:

- ✓ who has authority to give asthma medication
- ✓ where asthma medication will be safely stored
- ✓ written authority from parents to give asthma medication
- ✓ a system for recording when a pupil is carrying their own medication
- ✓ a system for recording medication stored and dosage to be given – name of child and the amount of to be given
- ✓ a system for recording dosage to be given in an emergency
- ✓ an annual review schedule for checking expiry dates on asthma emergency kits
- ✓ a procedure for sending all medication home to parents at the end of each year for them to check expiry dates and renew as required for the beginning of the new year.

The Asthma and Respiratory Foundation NZ have developed a **School Asthma Policy**, which you could choose to use or adapt to support these recommendations.

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Ensure access to asthma medication

Quick and easy access to medication can prevent or reduce the severity of asthma episodes.

The age at which children are ready to take care of, and be responsible for, their own asthma medication varies.

Considerations when developing school policy and procedures:

- Accessibility of asthma medication – is it accessed only through the medical room or by adults?
- Schools must record when a pupil is carrying their own medication.
- Reduce barriers to ensure quick access. For example, name individual inhalers and spacers, and store them in a safe, accessible place.
- Have an [asthma emergency kit](#) onsite to ensure access to medication in an emergency. Date medication and ensure it hasn't expired.
- Partner with family/whānau and ākonga to ensure accessibility.

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Inhalers and ECE



Source:

[Asthma + Respiratory Foundation NZ](#)

<https://www.asthmafoundation.org.nz/resources/managing-your-childs-asthma>

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Useful resources



Understanding your inhaler

Read time: 13 min

Information on different types of asthma inhalers.

Publisher: Asthma + Respiratory Foundation, NZ

[Visit website](#)



Asthma treatment

Read time: 20 min

Information on different types of asthma medications.

Publisher: Asthma + Respiratory Foundation, NZ

[Visit website](#)

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