

Inclusive Education

From

Guide: [Asthma and learning](#)

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

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

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19 February 2025

Link

[inclusive.tki.org.nz/guides/asthma-and-learning/review-your-medication-policies-and-procedures](https://inclusive.tki.org.nz/guides/asthma-and-learning/review-your-medication-policies-and-procedures)

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## 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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