

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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