

# Plan safe EOTC trips and excursions

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

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- 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

21 May 2024

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)

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## Health and safety: EOTC policy

Understand and comply with legal responsibilities, [NAG 5](#).

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.

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## Plan safe excursions



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## 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 students 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.

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## Identify and assess risks (RAMS)

Use **Tool 13: Assessing 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?

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## Useful resources



### EOTC guidelines – Bringing the curriculum alive

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

[Visit website](#)



### Risk identification, assessment and management

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

Publisher:

[Visit website](#)



### ECE excursions

Guidance for early learning services when planning excursions.

[Visit website](#)

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