

# Review your enrolment policies

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

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## **Includes:**

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

## Inclusive Education

From

Guide: [Asthma and learning](#)

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

Suggestion: [Review your enrolment policies](#)

Date

21 May 2024

Link

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

# Ask for medical information

The image displays two enrolment forms side-by-side. The form on the left is the 'RONGOTAI COLLEGE ENROLMENT FORM'. It includes sections for 'COMPLETE THIS SECTION ONLY IF STUDENT IS LIVING WITH A CAREGIVER' and 'FOR STUDENTS WHO WERE NOT ACHIEVABLE'. A magnifying glass is positioned over the 'FOR STUDENTS WHO WERE NOT ACHIEVABLE' section, with a callout bubble that reads: 'prescription medicines or an Epi-Pen requirement'. The form on the right is the 'Enrolment Agreement Form' from 'Northshore Playcentre'. It includes a 'Medicine' section with 'Category (i) Medicines' and 'Category (ii) Medicines'. A magnifying glass is positioned over the 'Category (ii) Medicines' section, with a callout bubble that reads: '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

[View full image \(820 KB\)](#)

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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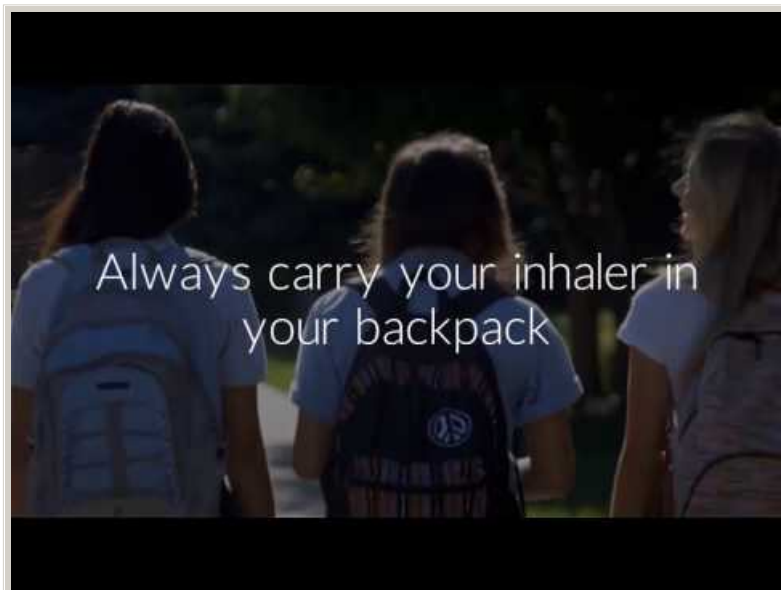
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## School asthma checklist

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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