



Acceptance and Refusal of Authorisations

Reviewed: 25/08/2019 Next Review: August 2020

Education and care services regulation/s	<ul style="list-style-type: none"> • Regulation 168(2)(m) Education and care service must have policies/procedures • Regulation 92(3) Medication record • Regulation 93 Administration of medication • Regulation 102 Authorisation for excursions • Regulation 160 Child enrolment records to be kept by approved provider • Regulation 161 Authorisations to be kept in enrolment record
NSW Department of Education policy, procedure or guidelines	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's website;</p> <ul style="list-style-type: none"> • The Application to enrol in a NSW Government preschool (PDF 555.29KB) • Excursions Policy PD/2004/0010/V07 – Implementation and related documents include Excursions Policy Implementation Procedures (PDF 162KB)
National Quality Standard(s)	<p>7.1 Governance: Governance supports the operation of a quality service.</p> <p>7.1.2 Management Systems: Systems are in place to manage risk and enable the effective management and operational of a quality service.</p> <p>7.1.3 Roles and Responsibilities: Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.</p>
Preschool Handbook reference	Wellbeing, p. 39-41
School policy or procedure	Oak Flats Public School Enrolment Policy

Introduction

Our preschool requires authorisation for actions such as administration of medications, collection of children, excursions and providing access to personal records. This procedure outlines what constitutes a correct authorisation and what does not, to ensure all families and educators are informed appropriately.

Aim

Oak Flats Public School Preschool will ensure that we only act in accordance with correct authorisation as described in the *Education and Care Services National Regulations, 2011*.

Implementation

The Nominated Supervisor will:

- Ensure documentation relating to authorisations contains:
 - the name of the child enrolled at the preschool;
 - date;
 - signature of the child's parent/guardian, or nominated contact person who is on the enrolment form;

- Apply these authorisations to the collection of children, administration of medication, excursion and access to records.
- Keep these authorisations in the enrolment record or other appropriate location e.g. Excursion Folder for excursion notes and Medication Folder for medication permission forms.
- Exercise the right of refusal if written or verbal authorisations do not comply.
- Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The service can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered.

Procedure

- Parents' authorisations or refusal will be collected as part of the enrolment process and stored with the child's enrolment form in the main school office.
- Authorisations must be accepted or refused by the parent/carer on pages 12 and 13 of the *Application to enrol in a NSW Government preschool* form.
- A separate sheet will seek authorisations for the application of sunscreen.
- The teacher will compile a list of authorisations refused and is responsible for ensuring they are adhered to.
- Parents who notify educators their child needs to be administered prescribed medication will be requested to complete the relevant form authorising educators to administer the medication. Educators will waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The service can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered.
- A child will not be allowed to attend an excursion without parental consent.

Parent consent (or consent from authorised nominees) and authorisations must be obtained in the following circumstances:

- Administration of medication to children
- Medical treatment in the case of an accident or emergency by a doctor or hospital, including transportation in an ambulance
- Children being taken on excursions and regular outings
- Collection of children from preschool - when leaving the premises in the care of someone other than the parents
- Children having access to the internet and/or an email account
- Photographs being taken of children
- Application of sunscreen

Information about consent or refusal of authorisations is held on the preschool enrolment form.