

Soldiers' Settlement Public School Preschool Procedure



Acceptance and refusal of authorisations

Reviewed: Management and staff will monitor and review the effectiveness of this policy at regular intervals throughout the year. Soldiers' Settlement Public School Preschool procedures must be reviewed and updated every 12 months. This policy is due for review in February 2022.

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
7.1	Regulation 92 Regulation 93 Regulation 99 Regulation 102 Regulation 161	Leading and operating department preschool guidelines Preschool- Obtaining parent's authorisation and consent

Pre-reading and reference documents

[Application to enrol in a NSW Government Preschool](#)

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.

Our Aim:

We 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:

1. Ensure documentation relating to authorisations contains:
 - a. the name of the child enrolled at the preschool;
 - b. date;
 - c. signature of the child's parent/guardian, or nominated contact person who is on the enrolment form;
2. Apply these authorisations to the collection of children, administration of medication, excursion and access to records.
3. Keep these authorisations in an appropriate location that is accessible to staff who require this information. Collate information together and add to casual folder

information that is pertinent to them or explain in this folder where the information can be accessed.

- 4.** Non-authorisations will be kept on file, communicated verbally to staff and recorded in the staff induction and casual folders.
- 5.** The school principal can exercise the right of refusal if written or verbal authorisations do not comply.
- 6.** 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.
- 7.** Referring to our sunscreen policy parents are required to provide a roll-on screen for their child that is left at the preschool, so children can use it on a regular basis. If your child does not have a sunscreen, they will use the general use bottle (Ultra Protect SPF 50+), provided their parents have signed and submitted the Preschool Sunscreen Permission Note, indicating that they give permission to use the preschool's general sunscreen.
- 8.** It is the families' responsibility to apply insect repellent if they wish to their child before the start of the day at preschool. It is recommended that they use a repellent that lasts for 6 hours so it will last the preschool day.

Evaluation

Correct authorisation is obtained, referred to and applied appropriately ensuring reduction in possible risk.



Preschool – Obtaining parent’s authorisation and consent

Schools must obtain authorisation and consent from parents and authorised nominees in some circumstances. For example, administering medication to children, children leaving the premises in the care of someone other than their parent and children being taken on excursions. Parents may refuse to allow authorisation. All authorisations and refusals are to be kept in the child’s enrolment record.

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

- Administration of medication to children.
- Medical treatment by a doctor or hospital in the case of an accident or emergency, 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/insect repellent

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

Department preschools are required to comply with the Education and Care Services National Regulations 2011. This document relates to regulations [92](#), [93](#), [102](#), [160](#), [161](#) and [168](#). These regulations align with the National Quality Standard Quality Area 2: Children’s health and safety and Quality Area 7: Governance and leadership.

Acceptance and refusal of authorisations is supported by the following department policies:

- [Application to enrol in a NSW Government Preschool](#) – Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy PD/2002/0006/V01
- [Administration of Medication: Legal Issues Bulletin 46, December 2012](#)
- [Excursion Policy and Implementation Procedures: PD/2004/0010/V07](#)
- [Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01](#)