

Orange Grove Public School Preschool

Acceptance and Refusal of Authorisations Procedures

Current	25/06/2020
Regulation(s)	R. 92, 93, 99, 160, 161
National Quality Standard(s)	Standard 7.1 Governance- Governance supports the operation of a quality service.
Relevant DoE Policy	The following department policies and relevant documents can be accessed from the preschool section of the department's <u>Website</u> <ul style="list-style-type: none"> • Preschool- Obtaining parent's authorisation and consent • Excursions policy

Orange Grove Public School Preschool acts in accordance with correct authorisations as described in the Education and Care Services National Regulations 2011.

The school requests authorisation from families when required to ensure the safety of the children and staff and may refuse a request unless the appropriate authorisation is provided.

Documentation relating to authorisations contain, at a minimum, the child's name, date and signature of the child's parent/guardian, or nominated contact person as noted on the enrolment form. Written authorisation is required in most instances, however in certain circumstances where written authorisation is unable to be provided in time, at the principal's discretion, verbal authorisations may be permitted. An email or Seesaw message are suitable as written authorisations. Educators will exercise the right of refusal if written or verbal authorisations do not comply with the above conditions.

Authorisations for the following actions are gained at enrolment through the [Preschool enrolment form](#):

- Illness, accident and emergency treatment
- Authorisations for persons who may collect the child from the preschool
- Authorisations for persons who may consent to medical treatment and authorise the administration of medication for their child,
- Authorisations for persons who may consent to their child being taken outside the preschool premises by staff.
- Permission to publish information about their child in publicly accessible communications
- Permission for the child to have access to online services at preschool

Records of this information are stored in a folder in the preschool office cupboard along with emergency contact information for each child.

In addition, after enrolment, authorisation for the following actions are gained after enrolment through from forms distributed as part of the enrolment pack:

- application of sunscreen
- regular outings in the local area
- additional authorisations for persons who are may collect their child from preschool
- seesaw online application publication

These forms are stored in a folder in the preschool office cupboard along with a profile of each child. This information is summarised in the casual folder for relief staff, including highlighting of children with specific requirements or without authorisations.

Proof of identity on arrival is required of any person, including authorised persons, parents and guardians collecting the child who are not known to/recognised by educators.

Where families request that medication is administered to their child, authorisations are gained relating to medical conditions and administration of medication through the medication record and medication record- long term forms. These forms are stored in the preschool office cupboard in a folder labelled "children with medical conditions and additional needs". The procedure for administration of medications at preschool is located in the medical conditions procedure. Medication records are reviewed at the start of each term and the child's health care plan is updated as needed.

- Where a child requires emergency medical treatment for an unknown condition such as the first instance of anaphylaxis or asthma, educators will administer an EpiPen or Ventolin without prior authorisations as first aid. In these cases, educators will contact the child's family member or emergency contact as soon as practicable after the medication has been administered and an ambulance has been called.

Authorisations for enrolments are obtained through specific excursion authorisation forms. The procedure for these is outlined in the excursions procedure. These authorisations are stored with the risk assessment for the excursion in the cupboard of the preschool office in a clearly labelled folder.

Information for families about consent or refusal of authorisations is located on the preschool enrolment form and other forms from the enrolment pack. Families are notified of their right to change the authorisations given to the Preschool on these forms.

Where families advise that there have been changes to the authorisations regarding their child, educators supply the family with a new copy of the relevant form. The newer version of the authorisation is stored in the original folder and the casual folder record is updated to reflect the changes.

This procedure is reviewed annually.

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](#)