



Preschool acceptance and refusal of authorisations procedure

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 Excursions Policy
Pre-reading and reference documents		
Application to enroll in a NSW Government Preschool		
Staff roles and responsibilities		
School principal	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: <ul style="list-style-type: none"> the preschool is compliant with legislative standards related to this procedure at all times all staff involved in the preschool are familiar with and implement this procedure all procedures are current and reviewed as part of a continuous cycle of self-assessment. 	
Preschool educators (This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)	The preschool educators are responsible for working with leadership to ensure: <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers being actively involved in the review of this procedure, as required, or at least annually ensuring the details of this procedure’s review are documented. 	

Procedure	
<p>Collecting authorisations</p>	<ul style="list-style-type: none"> • The <i>Application to enrol in an NSW Government preschool</i> (preschool enrolment form) collects parent / carer acceptance or refusal of authorisations and consent for the following circumstances: <ul style="list-style-type: none"> ○ illness, accident and emergency treatment ○ transportation in a medical emergency ○ permission to publish (information about the child) ○ permission for the child to use online services (the internet) ○ consent to seek information from other organisations or government departments about the child based on information provided in Section A of the enrolment form related to learning and support needs, special needs, health conditions, required risk assessments and children’s needs noted within the application, from other prior to school services, organisations or NSW Government departments. • Parents / carers record in the preschool enrolment form and the Collection of Child form, nominees they authorise to: <ul style="list-style-type: none"> ○ collect their child from preschool (authorised collectors) ○ consent to medical treatment and authorise the administration of medication for their child ○ authorise the child being taken away from the preschool premises for an excursion. • The preschool enrolment form does not collect the following authorisations and they are collected separately, when applicable: <ul style="list-style-type: none"> ○ application by an adult of sunscreen or insect repellent to a child ○ administration of medication ○ authorisation to leave the preschool premises for a regular outing or an excursion ○ authorisation to transport children (other than on an excursion). <p>All authorisations and refusals are kept in the child’s enrolment record card, stored securely in the preschool office documentation.</p>
<p>Communication and application of authorisations and refusals</p>	<ul style="list-style-type: none"> • Authorisation and authorised collector information is extracted from the enrolment forms and summarised for each preschool class by the preschool teacher. The summary is kept at the front of the enrolment records. • This summary clearly indicates any authorisation refusals, and who each child’s authorised collectors are. • The summary is communicated to all preschool staff and stored in a secure, accessible location within the preschool office. • Relieving and casual staff and volunteers are made aware of any authorisation refusals and each child’s authorised collectors. This is done verbally and is documented at the front of the enrolment records, securely stored in the preschool office, and in the casual educator folder. • All staff refer to this information to ensure any authorisation refusals are complied with and that a child only leaves the preschool in the care of a parent or one of their authorised collectors.
<p>Changes to authorisations</p>	<ul style="list-style-type: none"> • A parent or carer may choose to change their authorisations or their child’s authorised collectors by notifying the preschool teacher and/or preschool staff by providing a detailed written letter of the change.

	<ul style="list-style-type: none"> • If changes are notified: <ul style="list-style-type: none"> ○ they are recorded in the preschool enrolment form which is updated by the preschool teacher or preschool staff ○ preschool staff are told of the amendments to authorization verbally at the time of the change by the preschool teacher and at the next preschool staff meeting. The change to authorization is also documented in the child's enrolment folder.
Authorisations to administer medication	<ul style="list-style-type: none"> • Parents who notify educators that their child needs to be administered prescribed medication will be requested to complete and sign the relevant form at the start of the session, specifying exact medicine, dosage, frequency, times and duration to be administered. All medicine must be in the original prescribed container, labelled clearly and stored securely in the preschool staff kitchen area. • In the case of an undiagnosed emergency asthma and/ or anaphylactic situation, the educators will administer the emergency treatment without the authorisation of parent/caregiver. Contact will be made with the parents/caregivers as soon as possible after the emergency administration of asthma medication or epi-pen. • Authorisation for the application of sunscreen and/or insect repellent will be sought in written form from the parents/caregivers.
Authorisation for excursions	<ul style="list-style-type: none"> • Authorisation for any excursions off the preschool premises needs to be obtained from the parents/caregivers in writing. • At the start of each year, parents/caregivers authorise local walking excursions in writing on a prepared form. Consent on this local walking excursion form covers the duration of the current preschool year.

Record of procedure's review
Date of review and who was involved
16 March 2022 – Sharna Labbe, Deana Talevska, and Alex Arancibia
Key changes made and reason/s why
Not Applicable
Record of communication of significant changes to relevant stakeholders
Staff and families sent a link via Class Dojo to the current reviewed local procedure on the Sefton Infants website 8 April 2022
Due date of review
End Term 1 2023 – 6 April 2023