



Acceptance and refusal of authorisations – preschool procedure table

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<p>NQS: 7.1</p> <p>Regulations: 92, 93, 99, 102, 102D, 161</p>	<p>Leading and operating department preschool guidelines</p> <p>Enrolment of Students in NSW Government Schools</p> <p>Department preschool enrolment procedures [PDF 154 KB]</p> <p>Application to enrol in a NSW Government Preschool [PDF 893 KB]</p> <p>Application to enrol in a NSW Government Preschool – translated versions</p>	<p>ACECQA's policy and procedures guidelines – Acceptance and refusal of authorisations [PDF 260 KB]</p>

Responsibilities

<p>School principal</p>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p>
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	<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. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<p>Preschool supervisor</p>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> • analysing complaints, incidents or issues and the implications for updates to this procedure • reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities • planning and discussing ways to engage with families and communities, including how changes are communicated • developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
<p>Preschool teacher(s) and educator(s)</p>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in the preschool in a way that it is accessible to all staff, families, visitors and volunteers • they are actively involved in the review of this procedure, as required, or at least annually • details of this procedure’s review are documented.

Procedure

Collecting authorisations	<ul style="list-style-type: none">• The <i>Application to enrol in an NSW Government preschool</i> (preschool enrolment form) collects parent 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 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.• In the preschool enrolment form and Collection of Child form, parents list 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.— transport their child or arrange transportation of their child.• 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
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	<ul style="list-style-type: none"> — 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.</p>
<p>Communication</p>	<ul style="list-style-type: none"> • Authorisation and authorised collector information is extracted from the enrolment form and summarised for each preschool class. • This is completed by the Preschool Administration Officer at the start of each new preschool year. Electronic copies are saved on the School Faculty Drive in the relevant Preschool folder. The summary is kept at the front of the enrolment records. • This summary clearly indicates if a parent does not authorise or consent to any of the items. • The summary is communicated to all preschool staff and stored in a secure, accessible location within the preschool office as well as in the casual folder. • 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 non-authorisations are complied with and that a child only leaves the preschool according to the written authorisation of their parent.
<p>Changes to authorisations</p>	<ul style="list-style-type: none"> • A parent may choose to change or vary the authorisations they have given. The parent must provide the preschool with a detailed written letter of the change. In this case, the new information must be communicated between the preschool and school office and the child’s enrolment record updated accordingly. • All staff must then be informed of the change. • 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 authorisation verbally at the time of the change by the preschool teacher and at the next preschool staff meeting. The change to authorisation is also documented in the child's enrolment folder.
<p>Authorisations to administer medication</p>	<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. Contact will be made with the parents as soon as possible after the emergency administration of asthma medication or EpiPen. ● Authorisation for the application of sunscreen and/or insect repellent will be sought in written form from the parents during the preschool enrolment and orientation session.
<p>Authorisation for excursions</p>	<ul style="list-style-type: none"> ● Authorisation for any excursions off the preschool premises needs to be obtained from the parents in writing. ● At the start of each year, during the orientation session, parents 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.
<p>Refusals</p>	<p>To be accepted as valid, an authorisation must include the date, name and signature of the child's parent or authorised nominee (as authorised in the enrolment form).</p> <p>In some circumstances, the principal can refuse a parent's authorisation, for example:</p> <ul style="list-style-type: none"> ● where the preschool is asked to administer medication that is not in its original container (Regulation 95) ● when leaving the service, the parent, authorised nominee or person as listed in regulation 99 does not appear to be fit to take the child.

Record of procedure's review

Date of review	12 April 2024
Who was involved	Sharna Labbe, Deana Talevska, Alex Arancibia, May Meesorn-iam
Key changes made and reason why	Updated policy links
Record of communication of significant changes to relevant stakeholders	<p>Principal: 12 April 2024</p> <p>Staff: 29 April 2024 – Weekly staff meeting</p> <p>Parents: 30 April 2024 – website and community procedure folder updated – message sent via Story Park</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>