

Oak Flats Public School 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
<p>7. Governance and Leadership -</p> <p>7.1. Governance</p>	<p>Regulation 92 Medication</p> <p>Regulation 93 Administration of medication</p> <p>Regulation 94 Exception to authorisation requirement</p> <p>Regulation 99 Children leaving the service premises</p> <p>Regulation 102 Authorisation for excursions</p> <p>Regulation 161 Authorisations to be kept in enrolment record</p> <p>Part 4.7 Governance and Leadership Division 2 Policies and Procedures</p>	<p>Department preschool enrolment procedures</p> <p>Leading and operating department preschool guidelines</p> <p>Preschool- Obtaining parent's authorisation and consent</p>
<p>Pre-reading and reference documents</p>		
<p>Application to enrol in a NSW Government Preschool</p>		
<p>Related Preschool Procedures</p>		
<ul style="list-style-type: none"> ● Administration of first aid ● Dealing with medical conditions in children ● Delivery and collection of children 		

- Excursions
- Governance and management of the service

Introduction

Our preschool requires authorisation for actions pertaining to:

- administration of medications
- medical treatment
- collection of children from the preschool
- excursions, incursions and outings
- publishing photos and videos in publicly accessible communications, personal portfolios, displays at preschool, smartboard activities, internal school presentations, and family/preschool communication App.
- children's access to online services provided by the NSW Department of Education
- providing access to personal records and seeking information from other Early Childhood Education Services, hospitals, health professionals, NSW government departments and other organisations relating to health, risk assessments, and learning and special needs.
- application of sunscreen
- application of insect repellent provided by family
- rest time and self regulation activities.

This procedure outlines what constitutes a correct authorisation and what does not, to ensure all families and educators are informed appropriately.

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:

- 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
- 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;

	<ul style="list-style-type: none"> ● these authorisations are applied to the collection of children, administration of medication, excursion, access to records, and all other required authorisations as outlined in the introduction section of this policy ● these authorisations are kept in the enrolment record. A copy is kept in the child's file in the preschool office ● they can exercise the right of refusal if written or verbal authorisations do not comply ● they 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.
<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 what the implications are for the updates to this procedure ● reflecting on how this procedure is informed by relevant recognised 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 educators</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> ● all staff in the preschool and daily practices comply with this procedure. This includes casuals, lunch and RFF cover, volunteers, and anyone else working in the preschool. ● 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

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| | <ul style="list-style-type: none">● ensuring the details of this procedure's review are documented.● they communicate to families their obligation to:<ul style="list-style-type: none">● complete and sign authorisations in the enrolment record and medication record (if relevant) before their child commences at the service● complete and sign the authorisation for their child to attend excursions and/or to be transported by the service .● ensure any changes to authorisations or contact details are kept up-to-date● be familiar with circumstances where authorisations may be refused/not applicable. |
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Procedure

Collecting authorisations

- The *Application to enrol in an NSW Government preschool* (preschool enrolment form) collects parent / carer acceptance or refusal of authorisations and consent for the following circumstances:
 - 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 nominees they authorise to:
 - 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:
 - application by an adult of sunscreen or insect repellent to a child
 - authorisation to leave the preschool premises and visit Oak Flats Public School
 - 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)
 - photographs being taken of children
 - rest time and self regulation activities
 - publishing photos and videos in publicly accessible communications, personal portfolios, displays at preschool, smartboard activities, internal school presentations, and

family/preschool communication App.

- The additional authorisations are collected on the *Preschool General Permission* form. This form is kept in the child's record card and a copy is kept in the child's file in the preschool office.
- Parents who notify educators that their child needs to be administered prescribed medication will be requested to complete and sign either a medication record form (for short term medications) or a medication record long term form (for ongoing medications) authorising educators to administer the medication.
- The long-term authorisation record collects the same information as the regular medication record, as required in regulation 92, but only requires a single authorisation from the family for a prescribed period.
- The form is kept with the child's medication.
- In the case of another person requesting the administration of prescribed medication (such as a family member), Educators will check the authorisation on the enrolment form to see if the parent has given authorisation for the contact to authorise the provision of medication. Parents will be contacted for verbal consent if no consent is given on the enrolment form.
- Parents / carers are required to sign a form to give the preschool teacher permission to share information via the NSW Transition to school statement with the school the child will be attending the following year.
- All parents are required to sign a permission slip to authorise the preschool educators to take children out of the premises on an excursion. These forms are kept in the preschool office.
- A child will not be allowed to attend an excursion without parental / carer consent. Every effort to contact the parent / carer will be made, however if consent is not given, the child will need to stay home whilst the excursion is in progress.
- The regulations consider a walking excursion which is repeated within a 12 month period, such as a walk to a local park or library, as a 'regular outing'. Written authorisation only needs to be given once in a specified 12 month period for a regular outing.

<p>Communication and application of authorisations and refusals</p>	<ul style="list-style-type: none"> ● Authorisation, refusal and authorised collector information is extracted from the enrolment forms and summarised for each preschool class at the beginning of the year by the preschool teacher. ● This summary clearly indicates any authorisation refusals, and who each child's authorised collectors are. ● The summary is communicated to all preschool staff. It is displayed in a prominent place in the kitchen in the preschool. A copy is also kept in the casual folder. ● Children in the whole school who have an authorisation refusal for the publication of photos and videos are collated by the school office and regularly updated as needed. The do not publish list is also displayed in the kitchen and casual folder. ● Relieving and casual staff and volunteers are made aware of any authorisation refusals and each child's authorised collectors via the casual folder and information displayed in the kitchen. All staff are made aware of the summary in the staff induction checklist. ● 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. ● Parents / carers complete an Authorisation to Collect Students form as part of the enrolment process. These forms are collated into a book and kept in the preschool in the middle basket of the foyer table. This is available for staff only and located here for easy access when families are collecting their children. The information is included in the Authorisation to Collect children section of the casual folder.
<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 discussing this with preschool staff or putting it in writing. ● In exceptional / emergency circumstances emails or verbal and email authorisations can be given over the phone by the parent / carer of the child. ● The parent / carer will write the changes in the authorisation to collect students book and sign the changes.

	<ul style="list-style-type: none"> • New contacts are required to provide photo identification when first collecting the child. • Changes of other authorisations require the parent / carer to complete a new <i>Preschool General Permission</i> form. • If changes are notified: <ul style="list-style-type: none"> • they are recorded in the preschool enrolment form by the office staff • preschool records are updated accordingly by either the preschool teacher or office staff depending on the change. • preschool staff are told of the change verbally. • A parent / carer can withdraw authorisation for long term medication at any point, either verbally or in writing.
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Record of procedure's review
Date of review and who was involved
31 July, 2022 Sarah Beesley and Nicole Tate
Key changes made and reason/s why
Annual update Changed format to align with Department guidelines
Record of communication of significant changes to relevant stakeholders
Notified responsible person in charge to review - 10/08/2022 Posted on Kinderloop for parents / carers to review - 24/08/2022

Copy and paste a new table to record each occasion the procedure is reviewed.