

Preschool Procedure

The Acceptance and Refusal of Authorisations



Current	Term 2 2019
Next Review	Term 2 2020
Regulation(s)	R. 92, 93, 102, 160, 161
National Quality Standard(s)	7.3.1: Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements. service 7.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.
Relevant DoE Policy and link	Obtaining parent authorisation and consent procedures (attached below) Application to enrol in a NSW government preschool Excursions Policy PD/2004/0010/V07
Leading and Operating Departmental Preschools	Obtaining Authorisation and Consent p. 97

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

- illness, accident and emergency treatment
- authorisations for collection from the preschool and for excursions
- permission to publish
- permission to use online services (the internet)
- application of sunscreen
- 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
 - ✓ needs noted within the application from other prior to school services, organisations or NSW government departments.

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



Preschool – Obtaining parents' 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, 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 in the case of an accident or emergency by a doctor or hospital, 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.

Departmental preschools are required to comply with the *Education and Care Services National Regulations 2011 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: Leadership and service management*.