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**Preschool Acceptance and Refusal of Authorisations Policy**

| Date Developed: |
| Revised: |
| Reviewed: |
| Authorised Person in Charge: |

**Introduction**

*Kemblawarra Public School Preschool* makes a child’s safety and confidentiality its number one priority and needs to take measures to receive the correct authorisations from parents/carers and needs to have procedures in place for when a refusal of authorisation may be needed. Situations that may need an authorisation include administration of medications, collection of children, excursions and providing access to personal records.

**Goals- - What are we going to do?**

*Kemblawarra Public School Preschool* will act in accordance with correct authorisations as described in the *Education and Care Services National Regulations 2011*. The preschool will put in place a procedure to prevent a child being taken from the preschool without consent from a parent/carer. The preschool will ensure that all documentation is regularly reviewed and children’s particulars are kept current.

**Strategies – how it will be done**

The educational leader and educators will:

1. Request parent/carer to fill in documents that concern authorisations with the following information:
   - the name of the child enrolled in the service
   - date
   - signature of the child’s parent/guardian
   - Any specific information that educators must be informed of concerning the authorisation
2. Place these authorisations in the enrolment record of the specific child.

3. Carry out these authorisations to the collection of children, administration of medication, excursion and access to records.

4. Implement the right of refusal if the written or verbal authorisations provided do not comply with original.

5. 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/carer as soon as they are able after the medication has been administered.

**Families will:**

1. Provide the preschool with the correct information needed to make authorisations

2. Notify educators when any of the information changes or if new information arises

**Evaluation**

Correct authorisation is gathered from parents/carers when needed and when necessary this information is used correctly to make authorisations regarding the child which, ensuring the child’s safety and confidentiality.

**Links to the National Quality Standards/elements**

7.3 Administrative systems enable the effective management of a quality service
Appendix 1

Excerpt from Education and Care Services National Regulations

**Division 6—Collection of children from premises and excursions**

**99 Children leaving the education and care service premises**

(1) The approved provider of an education and care service must ensure that a child who is being educated and cared for by the education and care service does not leave the education and care service premises except in accordance with subregulation (4). Penalty: $2000.

(2) The nominated supervisor of an education and care service must ensure that a child who is being educated and cared for by the education and care service does not leave the education and care service premises except in accordance with subregulation (4). Penalty: $2000.

(4) The child may only leave the relevant premises if the child—
(a) is given into the care of—
(i) a parent of the child; or
(ii) an authorised nominee named in the child's enrolment record; or
(iii) a person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises; or
(b) leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee named in the child's enrolment record; or
(c) is taken on an excursion in accordance with this Division; or
(d) is given into the care of a person or taken outside the premises—
(i) because the child requires medical, hospital or ambulance care or treatment; or
(ii) because of another emergency.

(5) In this regulation *parent* does not include a parent who is prohibited by a court order from having contact with the child.