

# Casino West Public School Preschool

## Localised Procedure



### The Acceptance and Refusal of Authorisations

Reviewed: 24/08/2021 Next Review: 24/08/2022

Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	National Quality Standard(s)	Preschool Guide reference	School policy or procedure, where applicable
<u>Regulations 168(2)(m)</u> <u>Regulation 92</u> <u>Regulation 93</u> <u>Regulation 102</u> <u>Regulation 160</u> <u>Regulation 161</u>	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's <a href="#">website</a>:</p> <ul style="list-style-type: none"> <li>• Excursions Policy PD/2004/0010/V07</li> <li>• Excursions Policy Implementation Procedures</li> <li>• Application to enrol in a NSW Government preschool</li> </ul>	<p><b>2.2.1: Supervision</b></p> <p>Every reasonable precaution is taken to protect children from harm or any hazard likely to cause injury</p> <p><b>7.1.2: Management Systems</b></p> <p>Systems are in place to manage risk and enable the effective management and operation of a quality service.</p>	Pages 54-56, 110	

- Parents' authorisation and refusal will be collected as part of the enrolment process and stored with the child's enrolment information in the locked secure storeroom. Pages 12 and 13 of the Application to enrol in a NSW Government preschool enrolment form deal with authorisations, however they do not include applying sun screen (A separate sheet will seek authorisations for the application of sunscreen).
- Authorisations must be accepted or refused by the parents/carer on the enrolment form.
- Non-authorisations are recorded and shared with educators by the early childhood teacher. Educators are provided with an updated record of non-authorisations. These are also available in the children's individual administration folders, in staff relief folder and in a confidential area of kitchen. The teacher and educators are responsible for ensuring the non-authorisations are adhered to at all times.

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- Parents who notify educators their child's needs to be administered prescription medication will be requested to complete the relevant form authorising educators to administer the medication.
- Educators will 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 the parents/guardian are contacted as soon as practicable after the medication has been administered.
- Documentation relating to authorisations must contain the child's name, date and signature of the child's parent/guardian, or nominated contact person as noted on the enrolment form.
- A child can only attend an excursion or engage in any other learning experience that is outside the daily preschool daily rhythm with parental consent.

## **Consider these things:**

- The school principal can exercise the right of refusal if written or verbal authorisations do not comply.