Early Intervention and Preschool Procedure

The acceptance and refusal of authorisations



**Forbes Street Woolloomooloo 2013**

**T: 9358 5335/6**

**F: 93571831**

**E: plunketstr-p.school@det.nsw.edu.au**

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| **Current** | September, 2017 |
| **Next Review** | 2018 |
| **Regulation(s)** | R. 92, R. 99, R. 102 |
| **National Quality Standard(s)** | Standard 7.1: Governance-  Governance supports the operation of a quality service. |
| **Relevant DoE Policy and link** | NSW Public Schools: Preschool- Obtaining parents’ authorisation and consent (attached) |
| **DoE Preschool Handbook January 2016** | Wellbeing, p. 39-41 |
| **Key Resources** | [Application to enrol in a NSW government preschool](https://schoolsequella.det.nsw.edu.au/file/fc42beb1-eff2-4592-b7da-a253901e002a/1/preschoolapptoenrol.pdf) |

**Common Procedures:**

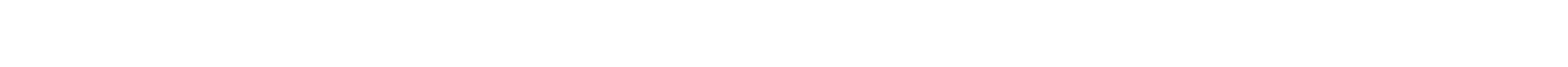
* Parents’ authorisations or refusal will be collected as part of the enrolment process and stored with the child’s enrolment form in the main school office.
* Authorisations must be accepted or refused by the parent/carer on pages 12 and 13 of the *Application to enrol in a NSW Government preschool* form.
* The teacher will compile a list of authorisations refused and is responsible for ensuring they are adhered to.
* Parents who notify educators their child needs to be administered prescribed 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 they contact the parent/guardian as soon as practicable after the medication has been administered.
* A child will not be allowed to attend an excursion without parental consent.
* All 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.
* The school principal can exercise the right of refusal if written or verbal authorisations do not comply.
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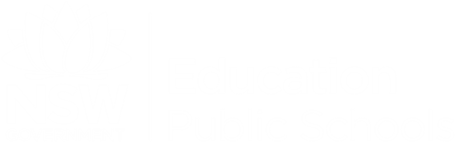
In the **Early Intervention Unit** a template will be daily used to collect the following information:

* Child’s name
* Parent’s names/s
* Signature of carer on arrival and time
* Signature of carer on collection and time
* Method of collection (assisted transport or parent)
* Authorised collectors (as documented in enrolment form)

**Preschool specific procedures:**

* Pages 12 and 13 of the preschool enrolment form deal with authorisations





**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.*