

BERMAGUI PRESCHOOL



2.11 Acceptance and Refusal of Authorisation

Written By

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Aim

Bermagui Preschool requires authorisation for actions such as administration of medications, collection of children, excursions and providing access to personal records. This policy outlines what constitutes a correct authorisation and what does not, and may therefore result in a refusal.

Goals

We will ensure that we only act in accordance with correct authorisation as described in the Education and Care Services National Regulations.

Strategies

The Nominated Supervisor will:

- Ensure documentation relating to authorisations contains:
 - ❖ the name of the child enrolled in the service;
 - ❖ date;
 - ❖ signature of the child's parent/guardian, or nominated contact person (if permission granted by family) who is on the enrolment form;
 - ❖ the original form/letter/register/information provided by the service, family, or medical practitioner.
- Apply these authorisations to the collection of children, administration of medication, excursion, enrolment form permissions (e.g. transport by ambulance, use of sunscreen, information shared with Primary Schools and Early Childhood Education Department, use of photos and names on social media etc) and access to records.
- Keep these authorisation in the enrolment record.
- Exercise the right of refusal if written or verbal authorisations do not comply.
- Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis, asthma or medical emergency. 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.

Evaluation

Correct authorisation is obtained, referred to and applied appropriately ensuring reduction in possible risk.

Relevant Legislation

Children (Education and Care Services National Law Application) Act
Education and Care Services National Regulations

Resources & References

Children (Education and Care Services National Law Application) Act
Education and Care Services National Regulations
Education and Care Services National Regulations: 168
Link to National Quality Standard: 7.3
The National Quality Standard
Being, Belonging and Becoming: The Early Years Framework for Australia.
Early Childhood Australia's Code of Ethics
Bermagui Preschool Policies

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