

Namadgi School Preschool Unit

Acceptance and Refusal of Authorisations Policy

Development: 2013

Reviewed: 2015

Reviewal date: 2017

Related Policies and Procedures:

(PS2) Procedures for refusing a written authorisation

1. VALUES

Namadgi Preschool is committed to:

- ensuring the safety and wellbeing of all children attending the preschool
- meeting its duty of care obligations under the law

2. POLICY STATEMENT

Namadgi Preschool is required to obtain appropriate authorisation from parents or guardians in relation to certain preschool matters. These matters include the administration of medication, medical treatment of the child including transportation of children by an ambulance service, collection of children from the preschool and excursions (including regular outings).

3. PURPOSE

This policy outlines authorisation requirements for Namadgi Preschool and the actions to be taken when;

- obtaining written authorisation from a parent/guardian or person authorised and named in the enrolment record
- refusing written authorisation from a parent/guardian or person authorised and named in the enrolment record

4. SCOPE

This policy is applicable to all Namadgi Preschool Units.

5. POLICY DETAILS

5.1 Legislative Base

The requirements for authorisations pursuant to the *Education and Care Services National Law (ACT) Act 2011* are set out in the Education and Care Services National Regulations 92, 93, 94, 99, 102, 160 and 161.

5.2 Matters that Require Authorisation

As a minimum, the Education and Care Services National Regulations require parent or guardian authorisation to be provided in matters relating to administration of medication, medical treatment of the child including transportation by an ambulance service, collection of children from the preschool and excursions (including regular outings). There may be other situations that arise at the preschool, which are contextual to this site, and may

necessitate seeking an additional authorisation/s. **If unsure, if an authorisation is required, Namadgi Preschool as a Directorate preschool will seek the authorisation/s.**

5.3 Authorisation Requirements

Under the National Law and Regulations, Namadgi Preschool is required to obtain written authorisation from parents/guardians, and/or authorised nominees (refer to Definitions) in some circumstances, to ensure that the health, safety, wellbeing and best interests of the child are met.

Specific preschool policies (including the Administration of Medication Policy, Delivery and Collection of Children Policy, Enrolment and Orientation Policy and Excursions and Preschool Events Policy) include details of the conditions under which written authorisations will be accepted.

However, there may be instances when Namadgi Preschool refuses to accept a written authorisation. The Education and Care Services National Regulations 2011 (Regulation 168(2)(m)) specify that services are required to develop a policy in relation to the acceptance and refusal of authorisations to help educators/staff and parents/guardians understand exactly what they need to do.

Authorisation documents are required for the following situations:

- 5.3.1 Administration of medication (Regulations 92-96):
- 5.3.2 Medical treatment of the child including transportation by an ambulance service
- 5.3.3 Emergency Medical
- 5.3.4 Collection of children
- 5.3.5 Excursions (including regular outings) If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period i.e. at the time of enrolment.

5.4 Verification of Authorisation

- All authorisation forms received (other than within the initial enrolment form) from parents or guardians are to be checked for completion and then verified that the authoriser (name and signature) is the nominated parent or guardian identified on the enrolment form or within the Additional Authorisation form.
- If incomplete or inappropriately signed, the authorisation form should be returned to the parent or guardian for correction.
- No action with regard to the specific activity requiring authorisation should occur unless the authorisation form has been completed correctly and appropriately signed.

5.5 Storage of Authorisation Forms

All original authorisation forms should be filed with the child's enrolment details. Copies may be taken and stored in a secure and confidential filing system within the preschool building.

6. Parents/guardians are responsible for:

- reading and complying with the policies and procedures of the preschool
 - completing and signing the Authorised Nominee Form enrolment form before their child commences at the preschool
 - signing and dating permission forms for excursions
 - signing the late arrival or early departure register as an attendance as their child arrives and departs from the preschool
- providing written authorisation where children require medication to be administered by educators/staff, and signing and dating it for inclusion in the child's medication record (refer to Definitions).

7: DEFINITIONS AND ABBREVIATIONS

An ACTETD preschool service: is a public school based preschool program within the ACT education and Training Directorate.

Attendance record: the class roll book maintained by the preschool in accordance with Directorate policy. In addition, preschools manage a late arrival and early departures register for when children arrive late to preschool or are collected early. Regulation 158(2).

Authorised nominee: (In relation to this policy) a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child's enrolment form and recorded on an 'Additional Authorisation' form.

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

Inappropriate person: A person who may pose a risk to the health, safety or wellbeing of any child attending the education and care service, or whose behaviour or state of mind make it inappropriate for him/her to be on the premises e.g. a person under the influence of drugs or alcohol (Act 171(3)).

Medication record: Contains details for each child to whom medication is to be administered by the preschool. This includes the child's name, signed authorisation to administer medication and a record of the medication administered, including time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication and identity of the child (Regulation 92).

8. REFERENCES

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2011: Section 167

- Education and Care Services National Regulations 2011: Regulations 96, 99, 102, 160, 161, 168(2)(m), 170
- Family Law Act 1975 (ComLaw), as amended June, 2013
- National Quality Standard, Quality Area 2: Children’s Health and Safety
Standard 2.3: Each child is protected
- The Australian Children's Education and Care Quality Authority (ACECQA)
- Article 12 of the United Nations Convention on the Rights of the Child (UNCRC)
- ACT Children and Young People Commissioner (CYCC) Sections 6, 14 and 19B of the Human Rights Commission Act 2005,
- Children and Young People ACT 2008 (republication 30. Effective March 2013) Section 7(a,b,c,d,e,g,h)