



Acceptance and Refusal of Authorisation Policy

Relevant Legislation

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National Regulations 2011:168

Quality Area 7: Leadership and Service Management. Links to Standard: 7.3

Introduction

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

Policy Goal

At all times our service will act in accordance with correct authorisation pertaining to *Education and Care Services National Regulations, 2011*.

Strategies-How will it be done?

The Nominated Supervisor will:

1. Ensure all documentation relating to authorisations contains:
 - The name of the child enrolled in the service;
 - Date of the authorisation
 - Signature of the child's parent/guardian, or nominated contact person who is on the enrolment form;
 - The original authorisations provided by the service and signed by a parent/guardian.
2. Apply these authorisations to the collection of children, administration of medication, excursion and access to records.
3. Keep these authorisations in the enrolment record.
4. Exercise the right of refusal if written or verbal authorisations do not comply.
5. Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. See medical conditions policy.

Evaluation

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

Procedures and Forms

- Attendance record
- Medication Form
- Enrolment Form
- Enrolment Handbook

Links to other Policies

- Accidents, Emergencies and First Aid
- Confidentiality and Privacy policy
- Enrolment and Orientation

- Excursions Policy
- Health Hygiene and Infection Control
- Illness
- Medication and Medical Conditions
- Tathra Preschool Enrolment and Orientation for New Families
- Child Protection Policy

Sources and References

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National Regulations 2011

Date Adopted

December 2012

Review Date

2018 Updated
2021 or when procedure,
practice or legislation changes.