

Acceptance and refusal of authorisations

Please note this policy is mandatory and staff are required to adhere to the content.

Policy overview

This policy outlines authorisation requirements for preschools and actions to be taken where an authorisation submitted by parents or guardians is incomplete and therefore could lead to refusal to enact the authorisation.

Scope

This policy applies to Department for Education preschools.

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1. Policy detail

Department for Education preschool services are required to obtain appropriate authorisation from parents or guardians in relation to certain matters. Matters requiring authorisation cannot be enacted unless an authorisation form has been completed correctly and appropriately signed.

1.1 Legislative base

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

1.2 Matters that require authorisation

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 service and excursions (including regular outings).

Site leaders are encouraged to consider other situations that arise at the service, which are contextual to that site, and may necessitate seeking additional authorisation(s). If unsure that an authorisation is required, services are encouraged to seek the authorisation(s).

1.3 Authorisation requirements

Authorisation documents are required for the following situations and must have details recorded as specified:

1.3.1 Administration of medication (including self-medication if applicable)

- The name of the child
- The authorisation to administer medication (including if applicable, self-administration), signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication
- The name of the medication to be administered
- The time and date the medication is to be administered
- The dosage of the medication to be administered
- The manner in which the medication is to be administered
- The period of authorisation (dates from and to)
- The date the authorisation is signed.

1.3.2 Medical treatment of the child including transportation by an ambulance service (included and authorised initially as part of the child's enrolment record or as amended at a later date)

- The name of the child
- Authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service and
- Authorisation for the transportation of the child by an ambulance service
- The name, address and telephone number of the child's registered medical practitioner or medical service and if available the child's Medicare number

- The name of the parent or guardian providing authorisation
- The relationship to the child
- The signature of the person providing authorisation
- The date the authorisation is signed.

1.3.3 Emergency Medical Treatment (included and authorised initially as part of the child's enrolment record or as amended at a later date)

Preschool educators are able to seek emergency medical assistance for a child as required without seeking further authorisation from a parent or guardian (ie medical practitioner, ambulance or hospital) including for those emergencies relating to asthma and anaphylaxis.

1.3.4 Collection of children (included and authorised initially as part of the child's enrolment record or as amended at a later date)

- The name of the child
- The name of the parent or the guardian of the child or the authorised nominee on the enrolment form providing authorisation
- The name of the person(s) authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises
- The relationship to the child of the persons authorised to collect the child from the premises
- The signature of the person providing authorisation
- The period of authorisation (dates from and to)
- The date the authorisation is signed.

1.3.5 Excursions (including regular outings)

If the excursion is a regular outing, and there is no change in circumstances, the authorisation is only required to be obtained once in a 12 month period (ie at the time of enrolment).

- The name of the child
- The date of the excursion (unless the authorisation is for a regular outing, please specify details)
- A description of the proposed destination for the excursion
- The method of transport to be used
- The proposed activities to be undertaken by the child during the excursion
- The period the child will be away from the premises
- The anticipated number of children likely to be attending the excursion
- The anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion
- The anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion
- That a risk assessment has been prepared and is available at the service
- The name of the parent or guardian providing authorisation
- The relationship to the child
- The signature of the person providing authorisation

- The date the authorisation is signed.

1.4 Verification of authorisation

All authorisation forms received (other than the initial enrolment form) from parents or guardians are to be checked for completion and are to be verified that the authoriser (name and signature) is the nominated parent or guardian on the enrolment 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.

1.5 Storage of authorisation forms

All authorisation forms should be filed with the child's enrolment details.

2. Roles and responsibilities

Role	Authority/responsibility for
Department for Education preschool educators	Responsibility for complying with the Acceptance and Refusal of Authorisations Policy.
Executive Director, Early Years and Child Development	Approval of the Acceptance and Refusal of Authorisations Policy.
Preschool Policy and Programs Unit	Review of the Acceptance and Refusal of Authorisations Policy.

3. Definitions

Term	Meaning
Preschool	An approved early childhood educational program delivered by a qualified early childhood teacher to children in the year before they start schooling. Preschools may also be referred to as a kindergarten, school-based preschool, children's services centre or integrated children's centre.
Authorisation	The signed approval by a child's parent or guardian nominated in the enrolment process (or nominated at a later date if appropriate).

SUPPORTING INFORMATION

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Related legislation [Education and Early Childhood Services \(Registrations and Standards\) Act 2011 \(Schedule 1 Education and Care Services National Law\)](#)
[Education and Care Services National Regulations](#)

Related policy documents [Health Support Planning: Medication management in education and care](#)
[Preschool attendance recording procedure](#)
[Preschool enrolment policy](#)

Related supporting documents [Consent form for camp or excursion \(ED170\)](#)
[Preschool enrolment form](#)

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REVISION RECORD

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v 1.0		07/2012		
v 1.1	Executive Director	5/04/2015	5/04/2018	Minor edit to incorporate information into new template
v 1.2	Director, Early Childhood Services	11/12/2018	30/11/2019	Minor administration edits to update template and hyperlinks