

Rostrevor Kindergarten

Acceptance and Refusal of Authorisations Policy

QUALITY AREA 7 LEADERSHIP AND MANAGEMENT

Purpose:

This policy outlines procedures to be followed 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

Definitions

Authorisations:

The signed approval by a child's parent or guardian nominated in the enrolment process (or nominated at a later date if appropriate).

Procedures:

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). See Regulations 102,161-162

The Director will consider other situations that arise at the service, which are contextual to that site, and may necessitate seeking an additional authorisation/s. If unsure that an authorisation is required, services are encouraged to seek the authorisation/s. Information to be kept in the child's enrolment record and personal files includes:

- Administration of medication
- Medical treatment for the child, the name and address of the child's medical care practitioner, the child's Medicare number if available, 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), dietary and culturally food requirements, immunisation status, risk minimisation plans
- Emergency Medical Treatment (included and authorised initially as part of the child's enrolment record or as amended at a later date)
- Collection of children (included and authorised initially as part of the child's enrolment record or as amended at a later date)
- Excursions
- Permission for sunscreen to be applied
- Permission for staff to use bandaids if necessary
- Permission to change children's clothes if necessary
- Permission to undertake activities using the internet, under adult supervision
- Consent to use image, video, voice, and/or creative work of children
- Permission for children to practice Emergency Evacuation Procedures every 3 months.

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.

Storage of Authorisation Forms

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

Procedures for refusing a written authorisation:

On receipt of a written authorisation from a parent or guardian that does not meet the requirements outlined, the Approved Provider will:

- Immediately explain to the parent or guardian that their written authorisation contravenes service policy and that it cannot be accepted.
- Ensure that the parent or guardian is provided with a copy of the relevant service policy and that they understand the reasons for the refusal of the authorisation.
- Request that an appropriate alternative written authorisation is provided by the parent or guardian that complies with the requirements of the relevant service policy.
- Follow up with the parent or guardian where required to ensure that an appropriate written authorisation is obtained.

SOURCED:

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011: Regulations 102, 160-162

Education Standards Board: Fact Sheet: Excursions: <http://www.esb.sa.gov.au/wp-content/uploads/2015/04/Excursions.pdf>

Policies:

- *Enrolments Policy*

Endorsed by Rostrevor Kindergarten Governing Council September 2020

Signed.......... (Chairperson) Date..... *3/11/20*

To be reviewed September 2020