

Barlu Kurli Preschool Procedure



Acceptance and refusal of authorisations

Reviewed: Feb 2019

Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	Preschool Handbook reference	School policy or procedure, where applicable
<p>Regulation 168(2)(m)</p> <p>Regulation 92(3)</p> <p>Regulation 93</p> <p>Regulation 102</p> <p>Regulation 160</p> <p>Regulation 161</p>	<p>The <u>Application to enrol in a NSW Government preschool (PDF 555.29KB)</u> document contains all of the relevant authorisations required under the regulations</p> <p><u>Excursions Policy PD/2004/0010/V07</u></p> <p><u>Excursions Policy Implementation Procedures (PDF 162KB)</u></p>		
<p>Introduction -</p> <p>Barlu Kurli Preschool requires authorisation for actions such as; administration of medication to children, medical treatment in the case of an accident or emergency by a doctor or hospital, including transportation in an ambulance, children being taken on excursions and regular outings, collection of children from preschool - when leaving the premises in the care of someone other than the parents, children having access to the internet and/or an email account, photographs being taken of children and application of sunscreen/insect repellent.</p> <p>What do the regulations tell us?</p> <p>Departmental preschools are required to comply with the <i>Education and Care Services National Regulations 2011 regulations 92, 93, 102, 160, 161 and 168</i>. These regulations align with the <i>National Quality Standard Quality Area 2: Children’s health and safety and Quality Area 7: Leadership and service management</i>.</p> <p>Barlu Kurli Preschool implementation:-</p> <ul style="list-style-type: none"> Information about consent or refusal of authorisations is held on the preschool enrolment form. 			

- Authorisation to apply insect repellent and/or sunscreen is obtained via a 'Barlu Kurli Preschool Student Profile' form.
- Non-authorisations are recorded onto an 'Important Information' form with regard to; allergies, asthma, regular medication, sunscreen, insect repellent, name in newsletter, photo in newsletter, name on website, photo on website, speech problems, hearing problems, vision problem and court orders.

Note: -

- Pages 12 and 13 of the 'Application to enrol in a NSW Government preschool' form deal with authorisations.
- Documentation relating to authorisations must contain the child's name, date and signature of the child's parent/guardian, or nominated contact person as noted on the enrolment form.
- The school principal can exercise the right of refusal if written or verbal authorisations do not comply.

Parent consent (or consent from authorised nominees) and authorisations must be obtained in the following circumstances:

- Administration of medication to children
- Medical treatment in the case of an accident or emergency by a doctor or hospital, including transportation in an ambulance
- Children being taken on excursions and regular outings
- Collection of children from preschool - when leaving the premises in the care of someone other than the parents
- Children having access to the internet and/or an email account
- Photographs being taken of children
- Application of sunscreen/insect repellent

Information about consent or refusal of authorisations is held on the preschool enrolment form.

User guide for updating and reviewing this LP - Refer to the department guidelines below.

Some points to address are;

- pages 12 and 13 of the enrolment form deal with authorisations, however they don't include applying insect repellent and/or sun screen
- the method you will use to collate and communicate any non-authorisations to staff
- documentation relating to authorisations must contain the child's name, date and signature of the child's parent/guardian, or nominated contact person as noted on the enrolment form.

- The school principal can exercise the right of refusal if written or verbal authorisations do not comply.



Preschool – Obtaining parent’s authorisation and consent

Schools must obtain authorisation and consent from parents and authorised nominees in some circumstances. For example, administering medication to children, children leaving the premises in the care of someone other than their parent and children being taken on excursions. Parents may refuse to allow authorisation. All authorisations and refusals are to be kept in the child’s enrolment record.

Parent consent (or consent from authorised nominees) and authorisations must be obtained in the following circumstances:

- Administration of medication to children.
- Medical treatment by a doctor or hospital in the case of an accident or emergency, including transportation in an ambulance
- Children being taken on excursions and regular outings
- Collection of children from preschool – when leaving the premises in the care of someone other than the parents
- Children having access to the internet and/or an email account
- Photographs being taken of children
- Application of sunscreen/insect repellent

Information about consent or refusal of authorisations is held on the preschool enrolment form.

Department preschools are required to comply with the Education and Care Services National Regulations 2011. This document relates to regulations [92](#), [93](#), [102](#), [160](#), [161](#) and [168](#). These regulations align with the National Quality Standard Quality Area 2: Children’s health and safety and Quality Area 7: Governance and leadership.

Acceptance and refusal of authorisations is supported by the following department policies:

- [Application to enrol in a NSW Government Preschool](#) – Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy PD/2002/0006/V01
- [Administration of Medication: Legal Issues Bulletin 46, December 2012](#)
- [Excursion Policy and Implementation Procedures: PD/2004/0010/V07](#)
- [Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01](#)