



Procedure related to the acceptance and refusal of authorisations

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Department policy, procedure or guideline
7.1	92 93 99 102 161	Preschool- Obtaining parent's authorisation and consent Excursions policy

Detail which authorisations are collected in the enrolment form.

Families document in their child's enrolment form who they authorise to pick up their child. For example parents or caregivers details as well as emergency contacts.

Is authorisation for staff to administer sunscreen and/or insect repellent collected?

Authorisation for staff to administer sunscreen is collected and stored in their enrolment file.

If so, how is this done and where are the authorisations stored?

Authorisation approvals and refusals to apply sun cream and to be photographed for social media purposes are displayed in Sentral, our casual folder and under our preschool routine next to our staff room door.

What method is used to collate and then communicate any authorisation refusals to regular, relieving and casual staff?

Authorisation for staff to administer sunscreen, share photos, take children from the premises is collated when the child commences preschool. This information is communicated to staff through our casual folder. Casual staff are strongly advised to read through the casual folder to ensure they are aware of any significant information.

Where in the preschool are each child's authorised collectors listed?
How are relieving or casual staff informed of the location of these?

Each child's authorised collectors are listed in their enrolment form file. Casual staff also have access to authorise collectors in the casual folder.

How is a family able to update their child's authorised collectors?

Families are able to update their child's authorised collectors at any time. They are informed on enrolment that they could be asked at any time for ID when collecting children.

What is the process for collecting authorisation to administer medication to a child? •

A communication plan for a medical condition is completed with families before the child commences preschool. During this interview families communicate and authorise when and how the medication should be administered and this documentation is stored in their enrolment forms file. For children who do not have an established medical condition, a Medication record form is provided to families of children that need medication administered on the day.

How is authorisation to take the children out of the premises on an excursion collected?

Authorisation to take children out of the premises on an excursion is collected through a consent form which families sign and date.

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