

# Rydalmere Public School Preschool Procedure



## Acceptance and refusal of authorisations

Reviewed: 29 – 4 - 19

Education and care services regulation/s	NSW Department of Education policy, procedure or guidelines	<a href="#">Preschool Handbook</a> reference	School policy or procedure, where applicable
<p><a href="#">Regulation 168(2)(m)</a></p> <p><a href="#">Regulation 92(3)</a></p> <p><a href="#">Regulation 93</a></p> <p><a href="#">Regulation 102</a></p> <p><a href="#">Regulation 160</a></p> <p><a href="#">Regulation 161</a></p>	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's <a href="#">website</a>;</p> <ul style="list-style-type: none"> <li>• Excursions Policy PD/2004/0010/V07</li> <li>• Excursions Policy Implementation Procedures</li> <li>• Application to enrol in a NSW Government preschool</li> </ul>		
<ul style="list-style-type: none"> <li>• Rydalmere public school preschool requires authorisation for actions such as: 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, Medical treatment by a doctor or hospital in the case of an accident or emergency, including transportation in an ambulance.</li> <li>• Authorisations are dealt with in pages 12 and 13 of the enrolment form, however they don't include applying insect repellent and/or sun screen.</li> <li>• The outdoor area is heavily affected by mosquitoes. Authorisation is obtained to apply Aeroguard roll on to children's skin and if children are bitten we apply an icepack.</li> <li>• All authorisations documentation is collected during Orientation and collated and kept on site. All staff have access to authorisations.</li> <li>• All documentation relating to authorisations contains the child's name, date and signature of the child's parent/guardian, or nominated contact person as noted on the enrolment form.</li> <li>• The school principal can exercise the right of refusal if written or verbal authorisations do not comply.</li> <li>• Non-authorisations are recorded on Orientation information forms in 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.</li> </ul>			



# Preschool – Obtaining parent’s authorisation and consent

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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](#)