



4.7 Acceptance and Refusal of Authorisation Policy

Contents

Aims	2
Legislative Requirements	2
Who Is Effected By This Policy?	2
Relevant Early Childhood Professional Standards	2
Sources/References	2
Procedures	3

Aims

Cootamundra Preschool requires authorisation for actions such as administration of medications, collection of children, excursions and providing access to personal records. This policy outlines what constitutes a correct authorisation and what does not, and may therefore result in a refusal.

The staff at Cootamundra Preschool will ensure that they only act with correct authorisation as described in the Education and Care Services National Regulations, 2011.

Legislative Requirements

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National Regulations 2011

Who Is Affected By This Policy?

Children

Staff

Families

Management

Relevant Early Childhood Professional Standards

National Quality Framework: Quality areas: 2.2, 4.2, 6.1, 7.1., 7.2,

Education & Care Services Australian National Regulations: 99, 102, 115, 157, 164, 166,

Sources/References

Early Years Learning Framework, Belonging, Being and Becoming, Australian Government Department of Education, Employment and Workplace Relations for the Council of Australian Governments, 2009.

National Quality Framework, Australians Children's Education and Care Quality Authority 2017

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National Regulations 2011

Procedures

The Nominated Supervisor will:

- 1 Ensure documentation relating to authorisation contains:
 - a. the name of the child enrolled in the service;
 - b. date;
 - c. signature of the child's parent/ guardian, or nominated contact person who is on the enrolment form;
 - d. the original form/ letter/register provided by the service
2. Apply these authorisations to the collection of children, administration of medication, excursion and access records
3. Keep these authorisations in the enrolment record
4. Exercise the right of refusal if written or verbal authorisations do not comply
5. Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The service can administer medication without authorisation in these cases, provided they contact the parent/ guardian as soon as practicable after the medication has been administered

The Director will ensure that this policy is maintained and implemented at all times.