 

KOONAWARRA PUBLIC SCHOOL PRESCHOOL

**(m) The acceptance and refusal**

**of authorisations**

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| **Current** | July 2018 |
| **Next Review** | July 2019 |
| **Regulation(s)** | [Regulation 92](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div4/reg.92)  [Regulation 93](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div4/reg.93)  [Regulation 99](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div6/reg.99)  [Regulation 101](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div6/reg.101)  [Regulation 102](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div6/reg.102)  [Regulation 160](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.7/div1/subdiv1/reg.160)  [Regulation 168](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.7/div2/reg.168) |
| **National Quality Standard(s)** | Standard 2.1  Standard 2.2  Standard 7.1 |
| **Relevant DoE Policy and link** | [Public Schools NSW Preschool – Obtaining parents’ authorisation and consent procedures](https://schoolsequella.det.nsw.edu.au/file/e2661b06-8d94-45f5-bf91-749e6e5a71c4/1/preschool-obtaining-parent%27s-authorisation-and-consent.pdf)  [Public Schools NSW: Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy](https://education.nsw.gov.au/policy-library/policies/enrolment-of-students-in-nsw-government-schools-a-summary-and-consolidation-of-policy?refid=285839)  [Public Schools NSW: Application to enrol in a NSW government preschoo](https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment/preschool-enrolment)l  [Public Schools NSW: Enrolment in a Department Preschool procedures](https://education.nsw.gov.au/policy-library/related-documents/preschool_memo.pdf)  [Public Schools NSW: Excursions Policy](https://education.nsw.gov.au/policy-library/policies/excursions-policy)  [Public Schools NSW: Excursions Policy Implementation Procedures](https://education.nsw.gov.au/policy-library/associated-documents/Proced.pdf)  [Public Schools NSW: Excursions overview and key steps](https://education.nsw.gov.au/inside-the-department/health-and-safety/media/documents/risk-management/FACT010_EXCURSIONSOVERVIEW_v1.pdf)  [Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01](https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy?refid=285776%22%EF%BF%BDHYPERLINK%20%22https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/ls/legalissuesbul/bulletin46.pdf)  [Public Schools NSW: Administering prescribed medication at school](https://education.nsw.gov.au/wellbeing-and-learning/health-and-physical-care/health-care-procedures/administering-medication) |
| **DoE Preschool Handbook January 2016** | [Department of Education Preschool Handbook](https://schoolsequella.det.nsw.edu.au/file/caddbee8-92ca-422b-a9df-cffdd34d5ccf/1/preschool-handbook.pdf):  Wellbeing, p. 39-40 |
| **Key Resources** | [ACECQA Medication Record](https://www.acecqa.gov.au/resources/applications/sample-forms-and-templates) |

* Parents’ authorisations or refusals will be collected as part of the enrolment process and stored with the child’s enrolment form.
* Authorisations must be accepted or refused in writing by the parent/carer. This is done on pages 12 and 13 of the *Application to enrol in a NSW Government preschool* form.
* Parents who notify educators that their child needs to be administered prescribed medication will be requested to complete the relevant form, authorising educators to administer the medication. Educators will 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.
* A child will not be allowed to attend an excursion without parental consent.
* All 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.