

POLICY: ACCEPTANCE AND REFUSAL OF AUTHORISATIONS



QUALITY AREA 7: LEADERSHIP AND SERVICE MANAGEMENT

AIM

Our education and care service 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 Yass Montessori Pre-School is committed to ensuring that the correct authorisations are made when making decisions. Correct authorisation should be obtained, referred to and applied appropriately to ensure reduction in possible risk.

Children attending the Yass Montessori Pre-School may only leave the Pre-school (including on an excursion) if written authorisation from parents or authorised care givers has been obtained.

PRINCIPLE

People who are not authorised in writing to collect a child will not be permitted to leave the Pre-School premises with that child.

PROCESS

The Nominated Supervisor/Administrator will:

Ensure documentation relating to authorisations contains:

- the name of the child enrolled in the service.
- the date.
- signature of the child's parent/guardian, or nominated contact person who is on the enrolment form.
- evidence that the authorising adult understands the circumstances for which they are signing.
- Apply these authorisations to the collection of children, administration of medication, excursion and access to records.
- Keep these authorisations in the enrolment record and ensure confidentiality.
- Exercise the right of refusal if written or verbal authorisations do not comply.
- Waive compliance where a child requires **emergency** medical treatment for conditions such as anaphylaxis or asthma.

Links to other policies/documents:

- ◇ Arrivals and Departures
- ◇ Medical Conditions
- ◇ Excursions
- ◇ Confidentiality

Sources:

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011 – the Regulations (168)
- National Quality Standards (NQS) – the Standards (7.3)
- National Quality Improvement Plan (NQIP)

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