

## Caroline Chisholm School Preschool Acceptance and Refusal of Authorisations Procedure

### 1. Values

Caroline Chisholm School - Chisholm Preschool Unit is committed to:

- ensuring the safety and wellbeing of all children attending the preschool
- meeting the duty of care obligations under the law.

### 2. Policy Statement

Caroline Chisholm School – Chisholm Preschool Unit is required to obtain appropriate authorisation from parents or carers in relation to preschool life. These matters include the administration of medication, medical treatment of the child including transportation of children by an ambulance service, collection of children from the preschool and excursions (including regular outings).

### 3. Purpose

This policy outlines authorisation requirements for Caroline Chisholm School – Chisholm Preschool Unit and the actions to be taken when:

- obtaining written authorisation from a parent/carer or person authorised and named in the enrolment record
- refusing written authorisation from a parent/carer or person authorised and named in the enrolment record.

### 4. Scope

This procedure is applicable to Caroline Chisholm School – Chisholm Preschool Unit.

### 5. Policy Details

#### 5.1 Legislative Base

The requirements for authorisations pursuant to the *Education and Care Services National Law (ACT) Act 2011* are set out in the Education and Care Services National Regulations 92, 93, 94, 99, 102, 160 and 161.

#### 5.2 Matters that Require Authorisation

As a minimum, the Education and Care Services National Regulations require parent or guardian authorisation to be provided in matters relating to administration of medication, medical treatment of the child including transportation by an ambulance service, collection of children from the preschool and excursions (including regular outings). There may be other situations that arise at the preschool, which are contextual to this site, and may necessitate seeking an additional authorisation/s. **If families are unsure if an authorisation is required, Caroline Chisholm School – Chisholm Preschool Unit as a Directorate preschool will seek the authorisation/s.**

#### 5.3 Authorisation Requirements

Under the National Law and Regulations, Caroline Chisholm School – Chisholm Preschool Unit is required to obtain written authorisation from parents/carers, and/or authorised nominees (refer to definitions) in some circumstances, to ensure that the health, safety, wellbeing and best interests of the child are met.

Specific preschool policies (including the Administration of Medication Procedure, Delivery and Collection of Children Procedure, Enrolment and Orientation Procedure and Excursions and Preschool Events Procedure) include details of the conditions under which written authorisations will be accepted.

However, there may be instances when Caroline Chisholm School – Chisholm Preschool Unit refuses to accept a written authorisation. The Education and Care Services National Regulations 2011 (Regulation 168(2)(m)) specify that services are required to develop a policy in relation to the acceptance and refusal of authorisations to help educators/staff and parents/guardians understand exactly what they need to do.

This procedure outlines procedures to be followed when refusing a written authorisation from a parent/guardian or person authorised and named in the enrolment record. The National Law does not specify the minimum age of a person who is authorised to collect a child from the preschool premises. After consulting with parents/carers and families, Caroline Chisholm School – Chisholm Preschool Unit has adopted the policy position accepting authorisations for persons over the age of 16 to collect a child from the preschool. This decision is outlined in the preschool's Delivery and Collection of Children Policy. In the event that the preschool receives written authorisation for a person under the age specified in its Delivery and Collection of Children Procedure, to collect a child from the preschool, the procedures outlined below for refusing this written authorisation would be enacted.

**Authorisation documents are required for the following situations and must have details recorded as specified:**

**5.3.1 Administration of medication (Regulations 92-96):**

- the name of the child
- the authorisation to administer medication signed by a parent or a person named in the child's enrolment
- a record of the authorised person's name to be able to consent to administration of medication
- the name of the medication to be administered
- the time and date the medication was last administered
- the time and date, or circumstances under which, the medication should be next administered
- the dosage of the medication to be administered
- the manner in which the medication is to be administered
- if the medication is to be administered to the child the period of authorisation from and to the date the authorisation was signed.

**5.3.2 Medical treatment of the child including transportation by an ambulance service (included and authorised initially as part of the child's enrolment record or as amended at a later date):**

- the name of the child
- authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service and authorisation for the transportation of the child by an ambulance service
- the name, address and telephone number of the child's registered medical practitioner or medical service and if available the child's Medicare number
- the name of the parent or guardian providing authorisation
- the relationship to the child
- the signature of the person providing authorisation
- the date the authorisation is signed.

**5.3.3 Emergency Medical Treatment (included and authorised initially as part of the child's enrolment record or as amended at a later date):**

- Preschool educators are able to seek emergency medical assistance for a child as required without seeking further authorisation from a parent or guardian (i.e. medical practitioner, ambulance or hospital) including for those emergencies relating to asthma and anaphylaxis.

**5.3.4 Collection of children (included and authorised initially as part of the child's enrolment record or as amended at a later date):**

- the name of the child
- the name of the parent or the guardian of the child or the authorised nominee on the enrolment form providing authorisation
- the name of the person/s authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises
- the relationship to the child of the persons authorised to collect the child from the premises
- the signature of the person providing authorisation
- the period of authorisation, from and to the date the authorisation is signed.

**5.3.5 Excursions (including regular outings) If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period i.e. at the time of enrolment.**

- the name of the child
- the date of the excursion (unless the authorisation is for a regular outing, please specify details)
- a description of the proposed destination for the excursion
- the method of transport to be used
- the proposed activities to be undertaken by the child during the excursion
- the period the child will be away from the premises
- the anticipated number of children likely to be attending the excursion
- the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion
- the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion
- that a risk assessment has been prepared and is available at the preschool
- the name of the parent or guardian providing authorisation
- the relationship to the child
- the signature of the person providing authorisation
- the date the authorisation is signed.

**5.4 Verification of Authorisation**

- All authorisation forms received (other than within the initial enrolment form) from parents or guardians are to be checked for completion and then verified that the authoriser (name and signature) is the nominated parent or guardian identified on the enrolment form or within the Additional Authorisation form.
- If incomplete or inappropriately signed, the authorisation form should be returned to the parent or guardian for correction.
- No action with regard to the specific activity requiring authorisation should occur unless the authorisation form has been completed correctly and appropriately signed.

**5.5 Storage of Authorisation Forms**

All original authorisation forms should be filed with the child's enrolment details. Copies may be taken and stored in a secure and confidential filing system within the preschool building.

**6. Roles and Responsibilities**

**6.1. Nominated Supervisor**

The Nominated Supervisor is responsible for:

- ensuring that parents/guardians are provided with a copy of all preschool policies
- ensuring that all staff/volunteers/pre service teachers and work experience students follow the policies and procedures of the preschool
- ensuring that all parents/guardians have completed the authorised nominee section of their child's enrolment form (refer to Enrolment and Orientation Procedure), and that the form is signed and dated before the child is enrolled at the preschool
- ensuring that risk assessments and permission forms for excursions are provided to the parent/carer or authorised nominee prior to the excursion (refer to Excursions and Preschool Events Procedure)
- ensuring that an attendance record (refer to Definitions) is maintained to account for all children attending the preschool
- keeping a written record of all visitors to the preschool, including time of arrival and departure
- ensuring that where children require medication to be administered by educators/staff, this is authorised in writing, signed and dated by a parent/guardian or authorised nominee, and included with the child's medication record (refer to Definitions) (refer to Administration of Medication Procedure and Dealing with Medical Conditions Procedure)
- ensuring educators/staff do not administer medication without the authorisation of a parent/carer or authorised nominee, except in the case of an emergency, including an asthma or anaphylaxis emergency (refer to Administration of Medication Procedure, Dealing with Medical Conditions Procedure, Incident, Injury, Trauma and Illness Procedure, Emergency and Evacuation Procedure, Asthma Procedure and

Anaphylaxis Procedure)

- ensuring educators/staff allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised nominee (refer to Excursions and Preschool Events Procedure)
- ensuring educators/staff allow a child to depart from the preschool only with a person who is the parent/carer or authorised nominee, or with the written authorisation of one of these, except in the case of a medical emergency or an excursion (refer to Delivery and Collection of Children Procedure and Child Safe Environment Procedure)
- ensuring that there are procedures in place if an inappropriate person (refer to Definitions) attempts to collect a child from the preschool (refer to Delivery and Collection of Children Policy and Child Safe Environment Procedure)
- developing and enacting procedures for dealing with a written authorisation that does not meet the requirements outlined in preschool policies
- following the policy and procedures of the preschool ensuring that medication is not administered to a child without the authorisation of a parent/carer
- or authorised nominee, except in the case of an emergency, including an asthma or anaphylaxis emergency (refer to Administration of Medication Procedure, Dealing with Medical Conditions Procedure Incident, Injury, Trauma and Illness Procedure, Emergency and Evacuation Procedure, Asthma Procedure and Anaphylaxis Procedure) ensuring a child only departs from the preschool with a person who is the parent/guardian or
- ensure that this policy is monitored, evaluated and reviewed every 3 years or as required
- ensure advice sought on this policy is responded to in a timely manner
- advise on this policy and its practical application to Directorate employees
- ensure that this policy and its contents are compliant and up to date with relevant legislative and state government obligations.

## **6.2. Certified Supervisors in day-to-day charge and preschool educators**

- comply with the obligations and requirements set out in the National Law and all relevant Education Directorate policies/procedures
- comply with the requirements of this policy and use associative procedures and forms
- ensure that all appropriate procedures for the collection of authorisations are followed
- ensure appropriate and periodic communication is maintained with the Nominated Supervisor
- seek advice or assistance when required
- checking that parents/guardians sign and date permission forms for excursions
- checking that parents/guardians or authorised nominees sign their child into the preschool on late arrival or early departure (refer to Definitions) as their child arrives at and departs from the preschool
- administering medication only with the written authorisation of a parent/guardian or authorised nominee, except in the case of an emergency, including an asthma or anaphylaxis emergency (refer to Administration of Medication Procedure, Dealing with Medical Conditions Procedure, Incident, Injury, Trauma and Illness Procedure and Emergency and Evacuation Procedure)
- allowing a child to participate in an excursion only with the written authorisation of a parent/carer or authorised nominee (refer to Excursions and Preschool Events Procedure)
- allowing a child to depart from the preschool only with a person who is the parent/guardian or authorised nominee, or with the written authorisation of one of these, except in the case of a medical emergency or an excursion (refer to Delivery and Collection of Children Procedure and Child Safe Environment Procedure)
- following procedures if an inappropriate person (refer to definitions) attempts to collect a child from the preschool (refer to Delivery and Collection of Children Policy and Child Safe Environment Procedure)
- informing the Nominated Supervisor when a written authorisation does not meet the requirements outlined in preschool policies and procedures.

### 6.3. Parents/guardians are responsible for:

- reading and complying with the policies and procedures of the preschool completing and signing the authorised nominee section (refer to definitions) of their child's enrolment form (refer to Enrolment and Orientation Procedures) before their child commences at the preschool
- signing and dating permission forms for excursions
- signing the late arrival or early departure register as an attendance record (refer to Definitions) as their child arrives and departs from the preschool
- providing written authorisation where children require medication to be administered by educators/staff, and signing and dating it for inclusion in the child's medication record (refer to definitions).

### 6.4. Volunteers and students, while at the preschool, are responsible for following this procedure.

## 7. Monitoring, Evaluation and Review

This policy will be reviewed every 3 years or earlier if legislative changes are implemented. The Nominated Supervisor will also:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the preschool's policy review cycle, or as required
- notify parents/carers at least 14 days before making any changes to this policy or its procedures.

## 8. Definitions and Abbreviations

**An ACT Education preschool service:** is a public school based preschool program within the ACT Education Directorate.

**Attendance record:** the class roll (within SAS) is maintained by the preschool in accordance with Directorate policy. In addition, preschools manage a late arrival and early departures register for when children arrive late to preschool or are collected early. Regulation 158(2).

**Authorised nominee:** (In relation to this procedure) a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child's enrolment form and recorded on an 'Additional Authorisation' form.

**Duty of care:** A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

**Inappropriate person:** A person who may pose a risk to the health, safety or wellbeing of any child attending the education and care service, or whose behaviour or state of mind make it inappropriate for him/her to be on the premises e.g. a person under the influence of drugs or alcohol (Act 171(3)).

**Medication record:** Contains details for each child to whom medication is to be administered by the preschool. This includes the child's name, signed authorisation to administer medication and a record of the medication administered, including time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication and identity of the child (Regulation 92).

## 9. Associated Documents

### Procedures and forms

- Preschool Enrolment form
- Procedures for refusing a written authorisation
- Authorisation procedures
- Additional Authorisation form
- Procedures for the safe collection of preschool aged children
- Procedures for the late collection of preschool aged children
- Medication consent and record form

## **Policies**

- Child Safe Environment Procedure
- Dealing with Medical Conditions Procedure
- Delivery and Collection of Children Procedure
- Enrolment and Orientation Procedure
- Excursions and Preschool Events Procedure
- Incident, Injury, Trauma and Illness Procedure

## **10. References**

### **Relevant legislation and standards include but are not limited to:**

- Education and Care Services National Law Act 2011: Section 167
- Education and Care Services National Regulations 2011: Regulations 96, 99, 102, 160, 161, 168(2)(m), 170
- Family Law Act 1975 (ComLaw), as amended June, 2013
- National Quality Standard, Quality Area 2: Children's Health and Safety  
Standard 2.3: Each child is protected
- The Australian Children's Education and Care Quality Authority (ACECQA)
- Article 12 of the United Nations Convention on the Rights of the Child (UNCRC)
- ACT Children and Young People Commissioner (CYCC) Sections 6, 14 and 19B of the Human Rights Commission Act 2005
- Children and Young People ACT 2008 (republication 30. Effective March 2013) Section 7 (a,b,c,d,e,g,h)

## Procedures for refusing a written authorisation

On receipt of a written authorisation from a parent/carer that does not meet the requirements outlined in the related preschool policy, the Responsible Person will complete the following actions:

1. immediately explain to the parent/carer that their written authorisation contravenes school policy, and that it cannot be accepted
2. ensure that the parent/carer is provided with a copy of the relevant school policy and that they understand the reasons for the refusal of the authorisation
3. request that an appropriate alternative written authorisation is provided by the parent/guardian that complies with the requirements of the relevant school policy
4. ensure that procedures outlined in the relevant school policy are followed where a parent/carer cannot be immediately contacted to provide an alternative written authorisation
5. follow up with the parent/carer, where required, to ensure that an appropriate written authorisation is obtained.

## Authorisation Procedures

These procedures are to be followed when a child is collected by an unauthorised person, including where a parent/guardian or authorised nominee telephones the preschool to notify that such a person will be collecting their child.

### **The Nominated Supervisor will:**

1. request that the parent/guardian or authorised nominee email or fax the authorisation if it is possible to do so, detailing the name, address and telephone number of the person who will be collecting the child
2. accept a verbal authorisation if it is not possible for the parent/guardian or authorised nominee to provide authorisation via email or fax, provided the following procedure is followed:
  - 2.1 all details of the person collecting the child, including the name, address and telephone number of the person must be obtained
  - 2.2 two educators take the verbal authorisation message
  - 2.3 the verbal authorisation is documented and stored with the child's enrolment record for follow-up
  - 2.4 photo identification is obtained to confirm the person's identity on arrival at the preschool
  - 2.5 ensure that parents/guardians or authorised nominees follow up a verbal authorisation by completing an Authorisation Form when next at the preschool, or by adding details of the new authorised nominee to the child's enrolment form
3. ensure that fax or email authorisation is stored with the child's enrolment record
4. ensure the attendance record is completed prior to child leaving the preschool
5. refuse to release a child where authorisation is not/cannot be provided by the parent/guardian or authorised nominee
6. contact police if the safety of the child or preschool staff is threatened
7. implement late collection procedures if required
8. notify the Nominated Supervisor in the event that written authorisation is not provided for further follow-up.



Child's Name:

(circle) Pelican or Rosella

**Emergency Contacts (Authorised Nominee)**

**Emergency Contact 1: (Other than parent/guardian)**

Given name:  Family name:

Street address:

Suburb:  State:  Postcode:

Home Phone:  Mobile Phone:

Work Phone:  Relationship to child/ren:

Is this person authorised to collect the child/ren from preschool? (Please tick) Yes  No

Is this person authorised to consent to medical treatment? Yes  No

Is this person who is authorised to authorise an educator to take the child outside the education and preschool service premises? Yes  No

**Emergency Contact 2: (Other than parent/guardian/carer listed previously)**

Given name:  Family name:

Street address:

Suburb:  State:  Postcode:

Home Phone:  Mobile Phone:

Work Phone:  Relationship to child/ren:

Is this person authorised to collect the child/ren from preschool? (Please tick) Yes  No

Is this person authorised to consent to medical treatment? Yes  No

Is this person who is authorised to authorise an educator to take the child outside the education and preschool service premises? Yes  No

**Emergency Contact 3: (Other than parent/guardian)**

Given name:  Family name:

Street address:

Suburb:  State:  Postcode:

Home Phone:  Mobile Phone:

Work Phone:  Relationship to child/ren:

Is this person authorised to collect the child/ren from preschool? (Please tick) Yes  No

Is this person authorised to consent to medical treatment? Yes  No

Is this person who is authorised to authorise an educator to take the child outside the education and preschool service premises? Yes  No

## Emergency Contacts (Authorised Nominee)

### Emergency Contact 4: (Other than parent/guardian)

Given name:  Family name:

Street address:

Suburb:  State:  Postcode:

Home Phone:  Mobile Phone:

Work Phone:  Relationship to child/ren:

Is this person authorised to collect the child/ren from preschool? (Please tick) Yes  No

Is this person authorised to consent to medical treatment? Yes  No

Is this person who is authorised to authorise an educator to take the child outside the education and preschool service premises? Yes  No

### Emergency Contact 5: (Other than parent/guardian)

Given name:  Family name:

Street address:

Suburb:  State:  Postcode:

Home Phone:  Mobile Phone:

Work Phone:  Relationship to child/ren:

Is this person authorised to collect the child/ren from preschool? (Please tick) Yes  No

Is this person authorised to consent to medical treatment? Yes  No

Is this person who is authorised to authorise an educator to take the child outside the education and preschool service premises? Yes  No

### Emergency Contact 6: (Other than parent/guardian)

Given name:  Family name:

Street address:

Suburb:  State:  Postcode:

Home Phone:  Mobile Phone:

Work Phone:  Relationship to child/ren:

Is this person authorised to collect the child/ren from preschool? (Please tick) Yes  No

Is this person authorised to consent to medical treatment? Yes  No

Is this person who is authorised to authorise an educator to take the child outside the education and preschool service premises? Yes  No

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Date: \_\_\_\_\_

