



Date Adopted

May 2015

Review Date

May 2016

Relevant Legislation & Standards

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

Education and Care Services National regulations 2011:168

National Quality Standard: 7.3

Aim / Policy Statement

Goulburn Pre-School requires authorisation for actions such as the administration of medications, collection of children from Pre-School, excursions, providing access to personal records and any other request outside the boundaries of the Pre-School program as identified.

Goals

Goulburn Pre-School will act in accordance with the correct authorisation in accordance with the *Education and Care Services National Regulations 2011*.

Strategies

The Nominated Supervisor will:

1. Ensure documentation relating to all authorisations contains:
 - The name of the child enrolled at Goulburn Pre-School;
 - The date authorisation was provided;
 - Signature of the child's parent / guardian, or nominated contact person from the child's enrolment form;
 - The original form / letter / register as provided by Goulburn Pre-School.
2. Ensure all authorisations for the collection of children, administration of medication, excursion or access to records is applied appropriately.
3. Ensure authorisations are maintained and filed correctly;
4. Exercise the right of refusal where written or verbal (in emergency only) do not comply.
5. Waive the compliance where a child requires written emergency medical treatment for conditions including asthma and anaphylaxis. In this situation Goulburn Pre-School will seek contact with the parent / guardian as soon as practical.

Evaluation

Correct authorisation is obtained, documented and applied appropriately to ensure full compliance and ensure reduction of risk to any child at Goulburn Pre-School.

Resources and Attachments

- Community Child Care Co-operative – Draft Policies

Links to other Policies and Procedures:

- Child Protection
- Staff Code of Conduct
- Confidentiality
- Enrolment and Enrolment Form
- Excursion Policy
- Medical Conditions Policy – Medication Form
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