**Acceptance and Refusal of Authorisations**

**Reviewed: 03/09/2018 Next Review: 03/09/2019**

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| **Education and care services regulation/s** | **NSW Department of Education policy, procedure or guidelines** | **National Quality Standard(s)** | [**Preschool Handbook**](https://schoolsequella.det.nsw.edu.au/file/caddbee8-92ca-422b-a9df-cffdd34d5ccf/1/preschool-handbook.pdf) **reference** | **School policy or procedure, where applicable** |
| [Regulation 168(2)(m](http://www6.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s168.html)) [Regulation 92(3)](http://www6.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s92.html) [Regulation 93](http://www.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s93.html) [Regulation 102](http://www.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s102.html)  [Regulation 160](http://www.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s160.html)  [Regulation 161](http://www.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s161.html)   | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures):* Excursions Policy PD/2004/0010/V07
* Excursions Policy Implementation Procedures
* Application to enrol in a NSW Government preschool
 | 2.1.4: Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.2.3.3: Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented. | Wellbeing, page 27Staffing, page 59 |  |

Edgeworth Public School Preschool requires authorisation for actions such as: administration of medication to children, medical treatment in the case of an accident or emergency by a doctor or hospital, including transportation in an ambulance, children being taken on excursions and regular outings, collection of children from preschool – when leaving the premises in the care of someone other than the parents, children having access to the internet and/or an email account, photographs being taken of children and application of sunscreen/insect repellent.

* Information about consent or refusal of authorisations is held on the preschool enrolment form.
* Authorisation to apply insect repellent and/or sunscreen is obtained via a Edgeworth Public School Preschool Student Consent form.
* Non-authorisations are recorded onto an ‘Important Information’ form with regard to: allergies, asthma, regular medication, sunscreen, insect repellent, name in newsletter, photo in newsletter, name on website, photo on website and facebook, speech problems, hearing problems, vision problems and court orders.
* ***Note:-***
* Pages 12 and 13 of the ‘Application to enrol in a NSW Government Preschool’ form deal with authorisations.
* 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.