

Preschool Procedures

Current	Jan 2019
Next Review	2020
Regulation(s) of the Education and Care Services National regulations	Regulation 168(2)(m) Regulation 92(3) Regulation 93 Regulation 102 Regulation 160 Regulation 161
National Quality Standard(s)	Standard 7.1
Relevant DoE Policy and link	<p>The following department policies and relevant documents can be accessed from the preschool section of the department's website;</p> <ul style="list-style-type: none"> Excursions Policy PD/2004/0010/V07 Excursions Policy Implementation Procedures <p>Application to enrol in a NSW Government preschool</p>
DoE Preschool Handbook January 2016	<u>Preschool Handbook (PDF 7.22MB)</u>
Key Resources	

Common Procedures:

- Parents' authorisations or refusal will be collected as part of the enrolment process and stored with the child's enrolment form in the main school office.
- Authorisations must be accepted or refused by the parent/carer on pages 12 and 13 of the *Application to enrol in a NSW Government preschool* form.
- The teacher will compile a list of authorisations refused and is responsible for ensuring they are adhered to.
- Parents who notify educators 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.
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Education
Public Schools

Preschool – Obtaining parent's authorisation and consent

Schools must obtain authorisation and consent from parents and authorised nominees in some circumstances. For example, administering medication to children, children leaving the premises in the care of someone other than their parent and children being taken on excursions. Parents may refuse to allow authorisation. All authorisations and refusals are to be kept in the child's enrolment record.

Parent consent (or consent from authorised nominees) and authorisations must be obtained in the following circumstances:

- Administration of medication to children.
- Medical treatment by a doctor or hospital in the case of an accident or emergency, 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
- Application of sunscreen/insect repellent

Information about consent or refusal of authorisations is held on the preschool enrolment form.

Department preschools are required to comply with the Education and Care Services National Regulations 2011. This document relates to regulations [92](#), [93](#), [102](#), [160](#), [161](#) and [168](#). These regulations align with the National Quality Standard Quality Area 2: Children's health and safety and Quality Area 7: Governance and leadership.

Acceptance and refusal of authorisations is supported by the following department policies:

- [Application to enrol in a NSW Government Preschool](#) – Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy PD/2002/0006/V01
- [Administration of Medication: Legal Issues Bulletin 46, December 2012](#)
- [Excursion Policy and Implementation Procedures: PD/2004/0010/V07](#)
- [Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01](#)