Title:    Acceptance and Refusal of Authorisation Policy
         Ainslie Preschools
Date:      May 2013
Renewal:   May 2014

1. Introduction
Ainslie School requires authorisation for actions such as administration of medications, collection of children and providing access to personal records. This policy outlines what constitutes a correct authorisation and what does not, and may therefore result in refusal.

2. Regulations
We will ensure that we act in accordance with correct authorisation as described in National Quality Standard 7.3
   • Administrative systems enable the effective management of a quality service

3. Processes
The nominated Supervisor will:
(a) Ensure documentation relating to authorisations contains;
   • Name of the children enrolled in the service;
   • Date;
   • Signature of the child's parent/guardian, or nominated contact person who is on the enrolment form;

A record of attendance, kept at the preschool includes full name of each child attending and information relating to authorised persons.

(b) Apply authorisations to collection of children, administration of medication, excursion and access to records.
(c) Keep these authorisations in designated place.
(d) Exercise the right of refusal if written or verbal authorisations do not comply.
(e) Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The Educator or service can administer medication without the authorisation on these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered.