



Next Steps Kindy & Northside Christian College Outside School Hours Care



POLICY

Acceptance and Refusal of Authorisations Policy

Issued by:	Next Steps Kindy & Northside Christian College Outside School Hours Care
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Location:	Kindy and OSHC Data Base
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Reference

- *Education and Care Services National Regulations 2011*
- *National Quality Standard*

Purpose

The purpose of this policy is provide clear and transparent policies and procedures for authorisations.

Scope

Children attending the service, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.

Policy Statement

Where activities require authorisation, either to comply with national regulations, or to comply with our service policies, our service requires that the authorisation is provided in writing and is dated. These include:

- Administration of medication
- Administration of medical treatment, dental treatment, general first aid products and ambulance transportation.
- Excursions
- Incursions
- Sunscreen
- Observations by staff for the purposes of assessment and maintaining developmental records
- Observations and taking of photographs by students on work experience and other volunteers for the purposes of assessment
- Video and photographs for direct marketing publications specifically used for advertising and marketing and Facebook
- Naming of nominees and persons authorised to consent to medical treatment and collection of children
- Next Steps Kindy staff to communicate with staff from any school children may be transitioning to. Information shared in order to best support children in their transition from Kindy to Prep.

Our service does not accept verbal authorisations in any circumstances except in situations requiring emergency administration of medication, including emergencies involving anaphylaxis or asthma.