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**Acceptance and Refusal of Authorisation Procedure**

**Giralang Preschool**

The nominated supervisor will:

1. Ensure documentation relating to authorisations is completed for administration of medications, collection of children, excursions and providing access to personal records.
2. Keep these authorisations in a designated place.
3. Exercise the right of refusal if written or verbal authorisations do not comply.
4. 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.