



ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY

POLICY STATEMENT

It is our duty to ensure the health, safety, wellbeing, rights and best interests of the children are the paramount consideration in all our policies and procedures. Educators require authorisation for actions such as enrolment records; administration of medication; drop off and collection of children; excursions; transportation; regular outings; and medical emergencies. This policy outlines the processes in place to manage these authorisations.

BACKGROUND

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place in relation to the acceptance and refusal of authorisations. These procedures ensure that required authorisations are obtained and kept in the enrolment record and help to ensure that the health, safety, wellbeing and best interests of all children are met.

PROCEDURE

Obtaining an Authorisation

Authorisation must be obtained from parent/guardians or authorised nominees in the following circumstances:

- Medical treatment for the child (regulation 161)
- Medication record (regulation 92)
- Children leaving the education and care service premises (regulation 99) other than the case of emergency
- Transportation for the child by an ambulance service (regulation 161)
- Administration of medication to a child (regulation 93)
- Authorisation for excursion (regulation 102)
- Authorisation for service to transport children (102D)
- Authorisation from parents to take, use and store images and videos of children (Regulation 168)
- Authorisation for the use of digital devices by children (Regulation 168)

Authorisation are provided to parents/guardians upon enrolment and re-enrolment.

Keeping the enrolment record

Authorisations must be kept in the enrolment record (regulation 161). These are:

- An authorisation, signed by a parent or a person named in the enrolment record as authorised to consent to the medical treatment of the child, for the approved provider, a nominated supervisor, or an educator to seek:
 - medical treatment for the child from a registered medical practitioner, hospital, or ambulance service; and
 - transportation of the child by an ambulance service; and
 - authorisation from parents to take, use and store images and videos of children (Regulation 168)
- Authorisation for the use of digital devices by children (regulation 168)
- an authorisation to take the child on regular outings. (regulation 102D)

Prior to a child commencing at the service, the enrolment record is checked to ensure that all required written authorisations are completed and signed by the parent /guardian.

Refusing a written authorisation

On receipt of a written authorisation from a parent/guardian that does not meet the requirements outlined in the related service policy, the Nominated Supervisor will:

- Immediately explain to the parent/guardian that their written authorisation does not meet legislative and policy guidelines.

- Provide the parent/guardian with a copy of the relevant service policy and ensure that they understand the reasons for the refusal of the authorisation.
- Request that an appropriate alternative written authorisation is provided by the parent/guardian.
- In instances where the parent/guardian cannot be immediately contacted to provide an alternative written authorisation, follow related policy procedures pertaining to the authorisation type. Follow up with the parent/guardian, where required, to ensure that an appropriate written authorisation is obtained.

ROLES AND RESPONSIBILITIES

The Approved Provider will

- Ensure that obligations under *the Education and Care Services National Law and National Regulations* are met.

The Nominated Supervisor will

- Provide supervision, guidance and advice to ensure adherence to the policy at all times.
- Ensure that an enrolment record is kept for each child that includes all relevant authorisations
- Ensure all authorisations are retained within the Enrolment Record, original copy and include:
 - the name of the child enrolled in the service
 - the date
 - the signature of the child's parent/guardian or authorised nominee who is on the enrolment form

Apply authorisations as per each individual child's enrolment.

- Ensure authorisations are stored with each individual child's enrolment record.
 - Ensure that a medication record is kept that includes the authorisation to administer medication signed by a parent or a Authorised Nominee (regulation 92).
 - Ensure that medication is only administered or self-administered if authorised or, in an emergency, authorisation is provided verbally by:
 - a parent or a person named in the enrolment record
 - a registered medical practitioner or an emergency service if the parent or person named in the enrolment record cannot be contacted (regulations 93, 96)
 - in the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation (regulation 94).
 - Ensure that children only leave the service premises, with a parent, an authorised nominee named in the enrolment record, or a person named in the enrolment record to collect the child (regulation 99).
 - Ensure all children have appropriate authorisation to leave the service on an excursion or regular outing (regulation 102).
 - Ensure no child is transported by the service without authorisation from a parent or other person named in the enrolment record (regulation 102D).
 - Ensure that all parents/guardians have completed the authorised nominee section of their child's enrolment form and that the form is signed and dated before the child is enrolled at the service.
 - Implement and oversee authorisation systems for other legal requirements or quality practices, e.g. photos of children and privacy.
 - Ensure authorisations are kept up to date.
 - Implement processes for circumstances where authorisations may be refused/not applicable.

Educators will

- Apply these authorisations to the collection of children, medical treatment of or administration of medication, excursion, transportation of children, safe arrival of children transitioning between services and transportation via ambulance, for the safe use of digital technologies and online environments at the service, including capture, use, securely stored and destruction of images and videos of children and the use of digital devices by children
- Implement processes for circumstances where authorisations may be refused/not applicable.
- 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 it is noted on medical plans and that parents/guardians are contacted as soon as practicable after the medication has been administered.
- Ensure all action plans are carried out in line with the Acceptance and refusal of authorisations policy and procedures.
- Ensure that the child's family completes and signs authorisations in the enrolment record and medication record (if relevant) before the child commences at the service.

- Implement authorisation systems for other legal requirements or quality practices, e.g. photos of children and privacy.
- Ensure authorisations are kept up to date.

Families will

- Complete and sign the authorised nominee section of their child’s enrolment form before your child attends the service.
- Keep child enrolment details forms current stating who the authorised nominees are and ensure current contacts are up to date.
- Communicate to the Responsible Person and staff any individual requests regarding authorisations.
- Update educators in relation to any medical conditions, medical plans or ongoing medication requirements. This includes the names of medications, dosage, signs, and symptoms and contact information for any relevant health professionals.
- Ensure that where children require medication to be administered by educators or other staff, families authorise this in writing, sign and date it for inclusion in their child’s medical record.

LEGISLATIVE REQUIREMENTS

- Education and Care Services National Law Act 2010: Section 167
- NQS – QA2, QA7
- Education and Care Services National Regulations: Regulations 92, 93, 94, 96, 99, 99(4) 102, 102D, 160, 161, 168, 169, 170, 171, 172
- Family Law Act 1975
- Australian Child Protection Legislation
<https://aifs.gov.au/cfca/publications/australian-child-protection-legislation>

(Reviewed annually with NQF and QIP) **Date last amended** _____ **President’s signature** _____