

# Acceptance and Refusal of Authorisation Policy and Procedure

## Introduction

Our education and care services are committed to the health, safety and wellbeing of all children in our services. In order to support this outcome, we require parent/guardian authorisation for:

- Administration of medications to children (regulation 92),
- Children leaving the premises in the care of someone other than their parent (regulation 99) other than in the case of an emergency,
- Children being taken on excursions (regulation 102) and
- Providing access to personal records.

This policy outlines the process for obtaining correct authorisation, and when refusal of authorisation may be required.

## Policy

Parent/guardian authorisation is required for:

- Administration of medications and first aid treatment,
- Collection of children,
- Excursions, and
- Providing access to personal records.

## Before you begin

Ensure documentation relating to all authorisations contains:

- a. The full name of the child enrolled in the service;
- b. Date;
- c. Signature of the child's parent/guardian, or nominated contact person who is on the enrolment form;
- d. The original form/letter/register provided by the service.

## Definitions

The table below defines terms you should know to perform this task.

Term	Definition
Authorisation	A document giving official permission. The process of giving permission for someone to do or have something.

## Responsible

Responsibilities for the policy are:

Who	Responsible for...
Nominated Supervisor	<ul style="list-style-type: none"> <li>• Ensure the children's service only operates in line with correct authorisation as described in the Education and Care Services National Law and National Regulations, 2011.</li> <li>• Provide supervision, guidance and advice to staff and parents/guardians to ensure adherence to the policy at all times.</li> <li>• Ensure all authorisations will be retained within the Enrolment Record, original copy and will include:               <ul style="list-style-type: none"> <li>- The full name of the child enrolled in the service</li> <li>- The date</li> <li>- The signature of the child's parent/guardian or nominated contact person who is on the enrolment form</li> <li>- The original form/letter/register provided by the service</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Apply these authorisations to the collection of children; administration of medication and first aid treatment; excursion; access to personal records; and transportation via ambulance.</li> <li>• Ensure authorisations are stored with each individual child's enrolment record.</li> <li>• Ensure 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.</li> <li>• Establishing and following procedures for obtaining correct authorisation.</li> <li>• Refusing authorisation if procedures have not been followed.</li> <li>• Waiving authorisation compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma.</li> </ul>
Children's Services Staff	<ul style="list-style-type: none"> <li>• Apply these authorisations to the collection of children; administration of medication and first aid; excursion; and access to personal records.</li> <li>• Exercise the right of refusal if written or verbal authorization do not comply.</li> <li>• Waive compliance where a child required 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.</li> </ul>
Parent/Guardian	<ul style="list-style-type: none"> <li>• Ensure that you complete and sign the authorised nominee section of your child's enrolment form before your child attends the service.</li> <li>• Keep child enrolment details form current stating who the authorized nominees are.</li> <li>• Inform the service of current contact numbers to ensure you are contactable at all times.</li> <li>• Communicate with the Responsible Person and staff any individual requests regarding authorisations.</li> <li>• Update staff 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.</li> <li>• Ensure that where children require medication to be administered by educators or other staff, you authorise this in writing, sign and date it for inclusion in your child's medical record.</li> </ul>

### Warnings or Cautions

The Nominated Supervisor can waive authorisation 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.

### Procedure for obtaining authorisations

The Nominated Supervisor will:

Step	Action
1	Set up relevant authorisation documentation to contain: <ul style="list-style-type: none"> <li>• The full name of the child enrolled in the service;</li> <li>• date;</li> <li>• The signature of the child's parent/guardian, or nominated contact person who is on the enrolment form;</li> <li>• The original form/letter/register provided by the service.</li> </ul>
2	Apply authorisations to: <ul style="list-style-type: none"> <li>• The collection of children,</li> <li>• Administration of medication and first aid,</li> <li>• Excursion and</li> <li>• Access to personal records.</li> </ul>
3	Keep a record of all authorisations in each child's enrolment record.
4	Exercise the right of refusal if written or verbal authorisations are not received/completed and do not comply with this policy.

### Procedure for refusing a written authorisation

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

Step	Action
1	Immediately explain to the parent/guardian that their written authorisation does not meet legislative and policy guidelines.
2	Provide the parent/guardian with a copy of this policy and ensure they understand the reasons for the refusal of the authorisation.
3	Request that an appropriate alternative written authorisation is provided by the parent/guardian.
4	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.
5	Follow up with the parent/guardian, where required, to ensure that an appropriate written authorisation is obtained.

### Related documents

#### Statutory guidelines, standards, frameworks

- National Quality Standard:  
Quality Area 2: Children's Health and Safety  
Quality Area 7: Leadership and Service Management

#### Sources

- ACECQA [www.acecqa.gov.au](http://www.acecqa.gov.au)

#### Related legislation

- Education and Care Services National Regulations 2011: Regulations 99, 102, 160, 161, 168(2)(m).
- Education and Care Services National Law Act 2010: Section 167.
- Family Law Act 1975 (Cth), as amended 2011.
- Children and Young Persons (Care and Protection) Act 1998.

**Document control**

This table outlines the control details for this document.

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