

Acceptance and Refusal of Authorisation Policy and Procedure Preschool



Introduction	<p>Our service has a responsibility to protect the health, safety and wellbeing of each child at all times. Educators require authorisation for actions such as administration of medications, collection of children, excursions, and transportation of children. This policy outlines the processes in place to manage these authorisations.</p>
Outcome Area	<p>Quality Area 2: Children’s Health and Safety Quality Area 7: Leadership and Service Management</p>
Eligibility	<p>This policy applies to all Children’s Services educators and staff. The term staff includes casuals, volunteers and students.</p>
Policy	<p>Parent/guardian authorisation is required for:</p> <ul style="list-style-type: none"> • Administration of medications • First aid treatment, • Collection of children, • Excursions, • Providing access to personal records.
Strategies	<p><u>Obtaining an Authorisation</u></p> <p>Authorisation must be obtained from parent/guardians or authorised nominees in the following circumstances:</p> <ul style="list-style-type: none"> • Administering medication to children (regulation 92) • Children leaving the premises in the care of someone other than their parent (regulation 99) other than the case of emergency • Children being taken on excursions (regulation 102) • Transport of children (regulation 102D) . <p>*NB. not applicable in our service</p> <p>Parents/guardians are provided with adequate information and support to complete and maintain written authorisations.</p> <p>Parents/guardians are informed of their right to refuse authorisations and the impacts of a refusal.</p> <p><u>Keeping Authorisations in the Enrolment Record</u></p> <p>Authorisations must be kept in the enrolment record (regulation 161). These are:</p> <p>An authorisation, signed by a parent or an authorised nominee 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:</p> <ul style="list-style-type: none"> ○ Medical treatment for the child from a registered medical practitioner, hospital, or ambulance service; and ○ Transportation of the child by an ambulance service; and ○ If relevant, an authorisation given under regulation 102 for the education and care service to take the child on regular outings. <p>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 nominated parent /guardian. Authorisations are monitored, maintained and stored confidential.</p> <p><u>Authorisations after enrolment record</u></p>

A parent or guardian must provide either via personal email or in writing using the authorisation for collection form the addition of an authorised person to collect their child from the service or to be allocated as an authorised nominee

The information provided must include the following;

- Full Name
- Address
- Passport Number (if required)
- Contact Number
- Relationship to child
- How long the authorisation is to be granted
- Keep a record of all original authorisations in each child's enrolment record and in their Salesforce file
- Exercise the right of refusal if written or verbal authorisations are not received/completed and do not comply with this policy.

All authorised persons are required to provide photo ID to their staff for collection of all children. If a driver's license/ proof of age card is not available than a passport number can be used.

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 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 1.

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

Step 2.

Provide the parent/guardian with a copy of this policy and ensure they understand the reasons for the refusal of the authorisation.

Step 3.

Request that an appropriate alternative written authorisation is provided by the parent/guardian.

Step 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.

Step 5.

Follow up with the parent/guardian, where required, to ensure that an appropriate written authorisation is obtained.

<p>Roles and Responsibilities</p>	<p><u>Nominated Supervisor</u></p> <ul style="list-style-type: none"> • 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. • Provide supervision, guidance and advice to staff and parents/guardians to ensure adherence to the policy at all times. • Ensure all authorisations will be retained within the Enrolment Record on Salesforce and in their child file. Original copy and will include: <ul style="list-style-type: none"> - The full name of the child enrolled in the service - The date - The signature of the child’s parent/guardian or nominated contact person who is on the enrolment form - The original form/letter/email provided by the service • Apply these authorisations to the collection of children; administration of medication and first aid treatment; excursion; access to personal records; and transportation via ambulance. • Ensure authorisations are stored with each individual child’s enrolment record and in salesforce . • 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. • Establishing and following procedures for obtaining correct authorisation. • Refusing authorisation if procedures have not been followed. <p>Waiving authorisation compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma.</p> <p><u>Children’s Services Staff</u></p> <ul style="list-style-type: none"> • Apply these authorisations to the collection of children; administration of medication and first aid; excursion; and access to personal records. • Exercise the right of refusal if written or verbal authorization do not comply. • 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. <p><u>Parent/Guardian</u></p> <ul style="list-style-type: none"> • Ensure that you complete and sign the authorised nominee section of your child’s enrolment form before your child attends the service. • Keep child enrolment details form current stating who the authorized nominees are. • Inform the service of current contact numbers to ensure you are contactable at all times. • Communicate with the Nominated Supervisor or Responsible Person and staff any individual requests regarding authorisations. • 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. • 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.
<p>Related Legislation, Standards, Documents</p>	<p><u>Legislation</u></p> <ul style="list-style-type: none"> • 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. <p><u>Sources</u></p> <p>ACECQA www.acecqa.gov.au</p>

Review

This policy and guidelines will be reviewed every two years and will incorporate current information, legislation and feedback as required.

The service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service.

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This document can be viewed on: SharePoint, Learning Links Preschool Website

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