



ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY

Quality Area 7: Leadership and Service Management

POLICY STATEMENT

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

- 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)

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
- If relevant, an authorisation given under regulation 102 for the education and care service to take the child on regular outings.

GOALS/WHAT ARE WE GOING TO DO?

- 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 what constitutes a correct authorisation and what does not, and may therefore result in a refusal.

STRATEGIES AND PRACTICES

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 Approved Provider or delegated authority 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.





ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY

Quality Area 7: Leadership and Service Management

- 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 the service operates in line with the Education and Care Services National Law and National Regulations.

The Nominated Supervisor/ Responsible Person will:

- Provide supervision, guidance and advice to ensure adherence to the policy at all times.
- Ensure all authorisations will be retained within the Enrolment Record, original copy and will include:
 - the 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/register provided by the service.
- Apply these authorisations to the collection of children, medical treatment of or administration of medication, excursion, transportation of children, and transportation via ambulance.
- Ensure authorisations are stored with each individual child's enrolment record.
- 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.

Early Childhood Educators will:

- Apply these authorisations to the collection of children, administration of medication, excursion, and transportation of children.
- Exercise the right of refusal if written or verbal authorisations do not comply.
- 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.





ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY

Quality Area 7: Leadership and Service Management

Families will:

- 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 forms current stating who the authorised nominees are.
- Inform service of current contact numbers to ensure you are contactable at all times.
- Communicate to 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, you authorise this in writing, sign and date it for inclusion in your child's medical record.

MONITORING, EVALUATION AND REVIEW

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 18 months.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, 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; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

LINKS TO EDUCATION AND CARE SERVICES NATIONAL REGULATIONS, NATIONAL QUALITY STANDARD

- Education and Care Services National Law Act 2010: Section 167
- Education and Care Services National Regulations: Regulations 99, 102, 102(D), 160, 161, 168(2)(m)
- Family Law Act 1975
- Australian Child Protection Legislation <https://aifs.gov.au/cfca/publications/australian-child-protection-legislation>
- National Quality Standard, Quality Area 7: Governance and Leadership, Standard 7.1 and Element 7.1.2
- National Quality Standard, Quality Area 2: Children's Health and Safety

SOURCES/RESOURCES / USEFUL LINKS

- Australian Children's Education and Care Quality Authority (ACECQA) –





ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY

Quality Area 7: Leadership and Service Management

www.acecqa.gov.au

POLICY REVIEW

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Date(s) reviewed: April 2019 / April 2020 / January 2021 / February 2022.

