

A-8 Acceptance and refusal of authorisations

National Quality Standards (NQS)

2.2	Each child is protected.
2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
2.2.3	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

Education and Care Services National Regulations

Reg. 93	Administration of medication
Reg. 94	Exception to authorisation requirement—anaphylaxis or asthma emergency
Reg. 99	Children leaving the education and care service premises
Reg. 102	Authorisation for excursions
Reg. 160	Child enrolment records to be kept by approved provider and family day care educator
Reg. 161	Authorisations to be kept in enrolment record
Reg. 168	Education and care service must have policies and procedures
Reg. 181	Confidentiality of records kept by approved provider
Reg. 183	Storage of records and other documents

My Time, Our Place

1.1	Children feel safe, secure and supported
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Policy Statement

Our policy on the acceptance and refusal of authorisations sets out the circumstances in which the service will require authorisation (permission) from parents. Authorisation from parents is required to ensure the safety of the children. Staff may refuse a parent/guardian's request unless the authorisation is provided. Authorisation is required in written format, however in some circumstances verbal authorisation may be accepted at the discretion of staff.

Related Policies

- Absent and Missing Children Policy
- Anaphylaxis Management Policy
- Arrival and Departure Policy
- Asthma Management Policy
- Child Protection Policy
- Dealing with Medical Conditions Policy
- Enrolment and Orientation Policy
- Excursions Policy
- Maintenance of Records Policy
- Medication Administration Policy
- Privacy and Confidentiality Policy

Procedure

Under the *Education and Care Services National Regulations*, services must ensure that an authorisation (permission) is obtained from parents in certain circumstances. These include:

- Administering medication to children (Regulation 93)
- Children leaving the premises of a service with a person who is not a parent of the child (Regulation 99)
- Children leaving the service for excursions (Regulation 102)
- Access to personal records (Regulation 181)

Authorisation from parents will also be required if a child is leaving the service to attend an extra-curricular activity away from the service, for example, attending a sporting activity, dance, drama, etc. that is run by a provider other than WRBASC.

The Nominated Supervisor, or the Responsible Person on shift, will:

- Ensure documentation relating to authorisation (permission) from parents/guardian contains:
 - the name of the child enrolled in the service;
 - the date;
 - signature of the child's parent/ guardian or nominated person who is on the enrolment form;
 - the approximate time the child will return to the service if the child is leaving the service to attend an extra-curricular activity and the time they will return to the service (if applicable);
 - the original form/letter provided by the Centre.
- Apply these authorisations to the collection of children, administration of medication, excursions and access to records.
- Keep these authorisations in the child's enrolment record.

- Ensure the child will not be permitted to leave the service to attend any extra- curricular activity until authorisation is obtained from the parent/guardian.
- Ensure that children are not permitted to sign themselves out or leave the service without an authorised adult.
- Obtain written authorisation, if a person other than the parents/guardian or other authorised person is collecting the child.

In certain circumstances verbal authorisation may be accepted at the discretion of the Responsible Person on duty. In these instances, staff will record the time of the telephone call with the parent/guardian and name of the person who will be collecting the child. Identity of the person collecting the child will be confirmed by sighting photographic identification, for example, a current driver's license or passport.

Staff exercise the right to refuse authorisation (written or verbal) if they do not comply with the requirements outlined above.

Under Regulation 94, medication may be administered to a child without an authorisation in the case of an anaphylaxis or asthma emergency. In these cases, the Nominated Supervisor or Responsible Person on duty must contact the parent/guardian and emergency services as soon as practicable.

Authorisation Requirements

<p>Administration of Medication</p>	<ul style="list-style-type: none"> • The name of the child. • The authorisation to administer medication, signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication. • The name of the medication to be administered. • The time and date the medication is to be administered. • The dosage of the medication to be administered. • The route medication is to be administered • The period of authorisation (actual days and dates: from and to). • The date the authorisation is signed. • Medication in its original container and bearing the correct child's name. • Medication is not past its expiry or use-by date. • Medication is administered in accordance with any instructions attached to the medication or provided by a registered medical practitioner. • A second person checks the signed Authority to Administer Medication record, checks the dosage of the medication, and witnesses its administration. • The Educator administering medication and witness must write their full name and sign the medication record. • Details of the administration must be recorded in the medication record.
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<p>Medical treatment of the child including transportation by an ambulance service</p> <p>(Included and authorised initially as part of the child's enrolment record)</p>	<ul style="list-style-type: none"> • The name of the child. • Authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service. • Authorisation for the transportation of the child by an ambulance service. • The name, address and telephone number of the child's registered medical practitioner or medical service. • The child's Medicare number. • The name of the parent or guardian providing authorisation. • The relationship to the child.
<p>Emergency Medical Treatment</p> <p>(included and authorised initially as part of the child's enrolment record or as updates during enrolment)</p>	<ul style="list-style-type: none"> • The Service is able to seek emergency medical assistance for a child as required (i.e. medical practitioner, ambulance or hospital) without seeking further authorisation from a parent or guardian in the case of an emergency, including for emergencies relating to medical conditions noted on the enrolment form.
<p>Collection of Children</p> <p>(included and authorised initially as part of the child's enrolment record or as updated during enrolment)</p>	<ul style="list-style-type: none"> • The name of the child. • The name of the parent or the guardian of the child or the authorised nominee on the enrolment form providing authorisation. • The name of the person/s authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises. • The relationship to the child of the persons authorised to collect the child from the premises. • The signature of the person providing authorisation (submitted electronically via individual login and password) and date of authorisation.
<p>Excursions</p> <p>(Including regular outings)</p>	<ul style="list-style-type: none"> • If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period, otherwise: • The name of the child. • The date of the excursion (if not for a regular outing). • The reason for the excursion. • The proposed destination for the excursion. • The method of transport to be used.

	<ul style="list-style-type: none"> • The activities to be undertaken by the child during the excursion. • The period the child will be away from the premises. • The anticipated number of children likely to be attending the excursion. • The ratio of Educators attending the excursion to the number of children attending the excursion. • The number of staff members and any other adults who will accompany and supervise the children on the excursion. • Statement that a risk assessment has been prepared and is available at the service. • The name of the parent or guardian-providing authorisation. • The relationship to the child. • The signature of the person providing authorisation and date of authorisation. • Any water hazards and risks associated with water-based activities. • The items that should be taken on the excursion.
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<p>Confirmation of Authorisation</p>	<ul style="list-style-type: none"> • All authorisation forms received (including the initial enrolment form) are to be checked for completion. • All authorisations (excluding the initial enrolment form) are checked to ensure that the authoriser (name and signature) is the nominated parent or guardian on the enrolment form. • If incomplete or inappropriately signed, the authorisation form should be returned to the parent or guardian for correction. • Children will be suspended from any activity requiring authorisation until the appropriate form has been correctly completed and signed.
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Sources

- Childcare Desktop Policies – Acceptance and Refusal of Authorisations Policy
- Education and Care Services National Regulations 2011
- Framework for School Age Care in Australia – My Time, Our Place
- National Quality Standard – Australian Children’s Education and Care Quality Authority

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Version Control			
Version	Changes Made	Initiated By	Director Sign-off
v.2.202207	- Updated MTOP - Minor wording additions	Staff	

	- Updated Sources		
v.2.201906	- Updated links to NQS and National Regulations - Added "Authorisation requirements" tables with specific requirements as per regulations	Staff Staff	