

## Acceptance and Refusal of Authorisations Policy

### **RATIONALE:**

KAZ Early Learning Centre requires authorisation for actions such as administration of medications, collection of children, excursions and providing access to personal records. This policy outlines what constitutes a correct authorisation and what does not, and may therefore result in a refusal.

### **AIM:**

To ensure that KAZ Early Learning Centre will act only in accordance with correct authorisation as described in the Education and Care Services National Regulations 2011.

To inform and guide all stakeholders in regards to authorisation or refusal, i.e. anything contrary to correct authorisation may result in a refusal.

### **PROCEDURE:**

The Nominated Supervisor must ensure that all documentation relating to authorisations are completed by the custodial parent/ guardian.

Documentation that relates to authorisations includes the Enrolment Form and Agreement, the Collection of Children, Administration of Medication, Excursions and Access to Records.

Documentation relating to authorisations must contain:

- The name of the child enrolled in the service
- The date
- Signature/s of parent/guardian, and/or nominated contact persons who are the Enrolment form;
- The original form/letter/register provided by the service

Parents/ guardians must ensure all contracts and authorisations are completed prior to leaving the child at the Service. All completed documentation must be handed to a Certified Supervisor.

Authorisations must be filed in each child's Individual Record File.

Educators are responsible for applying these authorisations to the collection of children, administration of medication, excursion and access to records.

Educators can exercise the right of refusal if written or verbal authorisations do not comply, e.g. where a parent/ guardian has not complete a Medication Form completely or correctly, educators must not administer the medication to the child until the correct authorisation has been sought.

If written or verbal authorisations are not completed to regulatory requirements or KAZ Early Learning Centre Policies and Procedures are not adhered to parents/ guardians must accept the refusal decision.

Educators can waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. Educators can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered.

**KAZ Early Learning Centre Related Policies and Procedures:**

Child Protection Policy  
Late Collection of Children Policy  
Delivery and Collection of Children Policy  
Enrolment and Orientation Policy  
Records Confidentiality and Storage Policy  
Anaphylaxis and Allergies Policy  
Asthma Management Policy  
Health Medication and Illness Policy  
Excursions and Visiting Shows Policy

**Appendices:**

Enrolment Form and Agreement  
Collection of Child Temporary Authorization Form  
Authority for Persons under 18 years to Collect Form  
Consent of Exchange of Information  
Excursion Authorisation  
Medication Authorisation

**Statutory Legislative & Considerations**

Children (Education and Care Services National Law Application) Act 2010  
Education and Care Services National Regulations 2011

**Sources:**

Children (Education and Care Services National Law Application) Act 2010  
Education and Care Services National Regulations 2011