

Acceptance and Refusal of Authorisations Policy

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
92	Medication record
93	Administration of medication
99	Children leaving the education and care service
102	Authorisation for excursions
160	Child enrolment records to be kept by approved provider
161	Authorisation to be kept in enrolment record
168	Education and care services must have policies and procedures

RATIONALE:

KAZ Early Learning Centre requires authorisation for actions such as administration of medications, emergencies, 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 authorisations, signed by a parent or person named in the enrolment record as authorised to give consent for a child for the Approved Provider/ Nominated Supervisor are in accordance with the Education and Care Services National regulations **Regulation 161**.

PROCEDURE:

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

- Enrolment form with signed authorised nominees able to provide authorisations for:
 - (National Regulation 160(3), 161)**
 - Collection of children.
 - Medication administration.
 - Emergencies.
 - Medical treatment from a registered practitioner, hospital or ambulance.
 - Transportation in an ambulance.
 - Excursion permission. **(National Regulation 102)**
 - Incursion attendance.
 - Enrolment of children, including providing details of persons nominated to authorise consent for medical treatment or trips outside the service premises.
 - Children leaving the premises in the care of someone other than a parent.
- Management will ensure that the acceptance and refusal authorisation policy is always reviewed and maintained by Service management and adhered to by educators

Responsibilities of the Approved Provider

- Ensure the service operates in accordance with the Children (Education and Care Services National Law) Act 2010 and Education and Care Services National regulations.

Responsibilities of the Nominated Supervisor

- Provide supervision, guidance and advice to staff to ensure adherence to the policy at all times.
- Ensure all authorisations will be retained within the Enrolment Record (**National Regulation 161**), and will include:
 - The name of the child enrolled in the service.
 - The date.
The signature of the child's parent/guardian or authorised nominee who is listed in the enrolment form.
- 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 (**National Regulation 161(a)**).
- Keep all authorisations relating to children in their enrolment record.
- Ensure a child is not taken outside the Service premises on an excursion except with the written authorisation of a parent/guardian or authorised person.
- Inform the Approved Provider when a written authorisation does not meet the requirements outlined in the Service's policies.

The Nominated Supervisor will exercise the right of refusal for a child to leave the service with a person that is unauthorised to collect the child or is not able to transport the child safely. i.e. if they appear to be under the influence of substances, if they do not have an appropriate car seat or transport arrangements.

Responsibilities of the Educators

- Apply these authorisations to the collection of children, medication administration, excursions, medical treatment in the event of an emergency and access to records.
- 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 (**National Regulation 161**).
- Follow the Services Incident, Injury, Trauma and Illness Policy regarding authority to provide children with medication.
- Follow the policies and procedures of the Service.
- Ensure that parents/guardians sign and date permission forms for excursions prior to the excursion being implemented.
- Allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised person.

Responsibilities of the Family/Guardian

- 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 by stating who the authorised nominees are as circumstances change.
- 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.
- 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.
- Update Educators in relation to any medical conditions, medical plans or ongoing medication requirements. This must include the names of medical practitioner, medications, dosage, signs, symptoms and contact information for any relevant medical professionals.
- Ensure that where children require medication to be administered by educators or other staff, you authorise this in writing, sign and date it on your child's individual medication record.

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.
- 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.

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

Health Medication and Illness Policy

Excursions and Visiting Shows Policy

Statutory Legislative & Considerations

Australian Children's Education and Care Quality Authority (ACECQA) <https://www.acecqa.gov.au/>

Children (Education and Care Services) National Law (NSW) No 104a

<https://www.legislation.nsw.gov.au/#/view/act/2010/104a/full>

Education and Care Services National Regulations

<https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/full>

Family Law Act 1975 (Cth)

<https://www.legislation.gov.au/Details/C2017C00385>

Children and Young Persons (Care and Protection) Act

<https://www.legislation.nsw.gov.au/#/view/act/1998/157>

Related Telephone Numbers

Early Childhood Education and Care Directorate - 1800 619 113

ACECQA - 1300 422 327
Police Department – 000

REVIEW

The policy will be reviewed annually. Review will be conducted by management, employees, parents/guardians and any interested parties. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Amendment		Short Description	
Responsibilities		Divided into sections	
Related Statutory Obligations & Considerations field		Web links updated.	
Date Issued:	October 2019	Review Date:	October 2020

Family, Educator and Staff Comments: