



Policy Name: Acceptance and Refusal of Authorisations

Links to National Quality Framework

Education and Care Services National Regulations:

Part 4.2 Regulation 92 – Medical record

Part 4.2 Regulation 93 - Administration of Medication

Part 4.2 Regulation 94 – Exception to authorisation requirement – anaphylaxis or asthma plan

Part 4.2 Regulation 102- Authorisation for Excursions

Part 4.7 Regulation 160 – Child enrolment records to be kept by approved provider

Part 4.7 Regulation 161 – Authorisations to be kept in enrolment record

National Quality Standard for Early Childhood Education and Care and School Age Care:

Standard 2.1 – Each Child's health and physical activity is supported and promoted

Standard 2.2 – Each child is protected

Standard 7.1 – Governance supports the operation of a quality service

The Early Years Learning Framework for Australia: Belonging, Being & Becoming:

Learning Outcome 3 – Children have a strong sense of wellbeing.

Principles – Secure, respectful, reciprocal relationships; Partnerships with families; High expectations and equity; Ongoing learning and reflective practice.

Practices – Learning environments; Intentional teaching; Responsiveness to children.

Policy Statement

Education and Care Services National Regulations require parent or guardian authorisation to be provided in matters relating to administration of medication, medical treatment of the child including transportation by an ambulance service, collection of children from the service and excursions (including regular outings). 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 an emergency
- Children being taken on excursions (regulation 102)

Aim

This policy outlines authorisations requirements for services and actions to be taken where an authorisation submitted by parents or guardians is incomplete and therefore could lead to refusal to enact the authorisation.

- 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 providing access to personal records.



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

Authorisation requirements:

Authorisation documents are required for the following situations and must have details recorded as specified:

Administration of medication

- The name of the child.
- The authorisation to administer medication, signed by a parent or 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 medications is to be administered.
- The dosage of the medication to be administered.
- The period of authorisation from and to.
- The date the authorisation is signed.

Medical treatment of the child including transportation by an ambulance service (included and authorised initially as part of the child's enrolment record):

- 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 and if available the child's Medicare number.
- The name of the parent or guardian providing authorisation.
- The relationship to the child.
- The signature of the person providing authorisation and date.

Emergency medical treatment (included and authorised initially as part of the child's enrolment record or as updates during enrolment):

- The service is able to seek emergency medical assistance for a child as required without seeking further authorisation from a parent or guardian in the case of an emergency (i.e. medical practitioner, ambulance or hospital) including for those emergencies relating to asthma and anaphylaxis.

Collection of children (included and authorised initially as part of the child's enrolment record or as updated during enrolment):

- 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 and date.

Excursions (including regular outings)

If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period, otherwise the following is required:

- 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.
- 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.
- 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.

Confirmation of Authorisation All authorisation forms received (other than the initial enrolment form) from parents or guardians are to be checked for completion and checked 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. Unless confirmation has been proven, the activity will be suspended for the child's participation until the form has been completed and authorised correctly.



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 representative 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

Sources

National Quality Standards
Education and Care Services National Regulations 2011
Community Early Learning Australia (CELA)

Review

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