



7.01 Acceptance and Refusal Authorisation Policy

POLICY STATEMENT

Under the National Law and Regulations, early childhood services are required to obtain written authorisation from parents/guardians, and authorised nominees in some circumstances, to ensure that the health, safety, wellbeing and best interests of the child are met.

AIM

We aim to ensure that all educators, staff and volunteers are consistent in how authorisations are managed and what constitutes a correct authorisation and what does not, which consequently may lead to a refusal.

This policy applies to children, families, staff, management and visitors of the service.

STANDARDS AND PROCEDURES

Our service will ensure we comply with the current Education and Care Services National Regulations, which require parent or guardian authorisation to be provided in matters, which include:

- Administration of medication to children.
- Administration of medical treatment, first aid products and ambulance transportation.
- Incursions/excursions including regular outings.
- Water based activities.
- Enrolment of children including naming of authorised nominees and persons authorised to consent to 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 all parents/guardians have completed the authorised person's section of their child's enrolment form and that the form is signed and dated before the child is enrolled at the service.
- That permission forms for excursions are provided to the parent/guardian or authorised person prior to the excursion (refer to Excursion Policy).
- Attendance records are maintained to account for all children attending the service.
- A written record of all visitors to the service, including time of arrival and departure and reasons for visit is documented.
- Where a child requires medication (excluding Paracetamol), to be administered by educators/staff, that this is authorised in writing, signed and dated by the parent/guardian or authorised person and included with the child's record. (Refer to Administration of Medication Policy)
- Educators/staff allow a child to depart the service only with a person who is the parent/guardian or authorised person, or with the written authorisation of one of these, except in the case of a medical emergency or an excursion (Refer to Arrival and Departure of Children Policy).
- There are procedures in place if an inappropriate person attempts to collect the child from the Service (refer to Arrival and Departure of Children Policy).

A Nominated Supervisor/ Responsible Person will:

- Ensure documentation relating to authorisations contains:
 1. The name of the child enrolled in the service
 2. Date
 3. Signature of the child's parent/guardian and nominated contact person who is on the enrolment form.
- Keep all authorisations relating to children in their enrolment record.
- Exercise the right to refusal if written or verbal authorisations do not comply with National Regulations. If an authorisation is refused by the service, it is best practice to document:
 1. The details of the authorisation
 2. Why the authorisation was refused
 3. Actions taken by the service. For example: if the service refused an authorised nominee named in the child's enrolment record to collect the child from the service as they were under the influence of alcohol, what action was taken to ensure that the child was collected.
- Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. In accordance with National Regulations and Standard, the service can administer medication without authorisation. In these cases, Management will be required to contact the parent/guardian as soon as practicable after the medication has been administered.
- Ensure that medication is not administered to a child without the authorisation of a parent/guardian or authorised person, except in the case of an emergency, including and asthma or anaphylaxis emergency.
- 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.

Educators will:

- Check that parents/guardians sign and date permission forms for excursions.
- Check that parents/guardians or authorised persons sign the attendance record as their child arrives and departs from the service.
- Administer medication only with the written authorisation of a parent/guardian or authorised person, except in the case of an emergency, including an asthma or anaphylaxis emergency.
- Allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised person.
- Allow a child to depart from the service only with a person who is the parent/guardian or authorised person, or with the written authorisation of one of these, except in the case of a medical emergency or an excursion.
- Follow procedures if an inappropriate person attempts to collect a child from the service.
- Inform the Approved Provider when a written authorisation does not meet the requirements outlined in Service's policies.

Families will:

- Read and comply with the policies and procedures of the service
- Complete and sign the authorised person section of their child's enrolment form before their child commences at the service.
- Sign and date permission forms for excursions.
- Sign the attendance record as their child arrives and departs from the service.
- Provide written authorisation where children require medication to be administered by educators/staff, including signing and dating it for inclusion in the child's medication records.

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 a person named in the child's enrolment form 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
- Whether the medication is to be self-administered, such as Ventolin or Insulin
- The reason for the medication
- The period of authorisation. Actual days and dates: from and to
- The date the authorisation is signed
- Medication from its original container before the expiry or use-by date
- In accordance with any instructions attached to the medication or provided by a registered medical practitioner
- Have a second person checking the dosage of the medication and witnessing its administration
- 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

Medical treatment of the child including transportation by an ambulance service

- 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

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.

- 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
- Identification corresponding to the child's enrolment form of authorised person

Excursions

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
- The route to be taken to the excursion and returned
- 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 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
- That a risk management plan has been prepared and is available
- The name of the parent or guardian providing authorisation
- The signature of the person providing authorisation and date
- Any water hazards and risks associated with water-based activities
- The items that should be taken on the excursion.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

Children (Education and Care Services) National Law NSW

- 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

SOURCE LIST

This section contains websites, industry bodies, or Legislation that have been used to assist in sourcing the information for this policy. It also acts as a guide to sourcing further reading on each relevant policy.

- [Australian Children’s Education & Care Quality Authority](#)
- [Early Childhood Australia - Code of Ethics](#)
- [Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011](#)
- [Guide to the National Quality Standard](#)
- [Revised National Quality Standard](#)

RELATED POLICIES

- 1.04 Excursion Policy
- 2.02 Administration of Medication Policy
- 2.07 Child Protection
- 6.01 Enrolment Policy
- 6.06 Arrival and Departure Policy

POLICY REVIEW

The review schedule has been developed using a risk assessment methodology with consideration given to sector, industry, and legislative changes.

Date reviewed	Policy changed		Modifications	Next Review Date
June 2018	Yes	No	None	October 2019