



## Annette's Place Inc

# Acceptance and Refusal of Authorisation Policy

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.

### 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

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



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### PURPOSE

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.

### SCOPE

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

### IMPLEMENTATION

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, general first aid products and ambulance transportation
- Excursions including regular outings
- Incursions
- Taking of photographs by people who aren't educators
- 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 the Service has an acceptance and refusal authorisation policy in place, which is to be adhered to and maintained by educators at all times.
- Parent/guardians are provided with a copy of relevant policies for our Service
- That all staff follow the policies and procedures of our Service
- That all parents/guardians have completed the authorised person's section of their child's enrolment form, and that the form is completed before the child is enrolled at the Service.



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- That permission forms for excursions are provided to the parent/guardian or authorised person prior to the excursion.
- 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 kept in the relevant file.
- Educators/staff do not administer medication without the authorisation of parent/guardian or authorised person, except in the case of an emergency, including an asthma or anaphylaxis emergency.
- Educators and staff allow a child to participate in excursion only with the written authorisation of a parent/guardian or authorised person.
- 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.
- There are procedures in place if an inappropriate person attempts to collect the child from the Service

#### A Nominated Supervisor/ Person In Day To Day Charge 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 or nominated contact person who is on the enrolment form.
- Keep all authorisations relating to children in the relevant file.
- 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



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- 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 only departs from the Service 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
- 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 Nominated Supervisor when a written authorisation does not meet the requirements outlined in the Service's policies.

#### Educators will:

- Follow the policies and procedures of the Service
- Check that parents/guardians sign permission forms for excursions (ensure date is on permission form)
- Check that parents/guardians or authorised persons sign the attendance record (Qikkids Kiosk) 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.



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- 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 Nominated Supervisor 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 the authorised person section of their child's enrolment form before their child commences at the Service
- Sign permission forms for excursions
- Sign the attendance record (QikKids Kiosk) 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:

<b>Administration of medication:</b>	<ul style="list-style-type: none"><li>■ The name of the child</li><li>■ 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</li><li>■ The name of the medication to be administered</li><li>■ The time and date the medication is to be administered</li><li>■ The dosage of the medication to be administered</li><li>■ Whether the medication is to be self-administered, such as Ventolin or Insulin</li><li>■ The reason for the medication</li><li>■ The period of authorisation. Actual days and dates: from and to</li><li>■ The date the authorisation is signed</li></ul>
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- 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  
**(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.



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Collection of children <b>(included and authorised initially as part of the child's enrolment record or as updated during enrolment):</b>	<ul style="list-style-type: none"><li>■ The name of the child</li><li>■ The name of the parent or the guardian of the child or the authorised nominee on the enrolment form providing authorisation</li><li>■ 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</li><li>■ The relationship to the child of the persons authorised to collect the child from the premises</li><li>■ The signature of the person providing authorisation and date</li><li>■ Identification corresponding to the child's enrolment form of authorised person</li></ul>
Excursions <b>(Including regular outings)</b>	<p>If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period, otherwise:</p> <ul style="list-style-type: none"><li>■ The name of the child</li><li>■ The date of the excursion (if not for a regular outing)</li><li>■ The reason for the excursion</li><li>■ The proposed destination for the excursion</li><li>■ The method of transport to be used</li><li>■ The route to be taken to the excursion and returned</li><li>■ The activities to be undertaken by the child during the excursion</li><li>■ The period the child will be away from the premises</li><li>■ The anticipated number of children likely to be attending the excursion</li><li>■ The ratio of Educators attending the excursion to the number of children attending the excursion</li><li>■ The number of staff members and any other adults who will accompany and supervise the children on the excursion</li></ul>



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- 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 relationship to the child
- 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.

#### 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

#### Source

- Australian Children's Education & Care Quality Authority.
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- Revised National Quality Standard 2018.



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## Acceptance and Refusal of Authorisation Policy

### Review

Policy Reviewed	Modifications	Next Review Date
January 2017	Minor terminology changes made – see yellow highlights	January 2018
October 2017	Updated the National Quality Standard references to comply with revised standard	January 2018
January 2018	<ul style="list-style-type: none"><li>- Minor changes made to comply with changes to the Education and Care National Regulations.</li><li>- Added related policy section</li></ul>	January 2019