Acceptance and Refusal of Authorisation Policy

1. Aim

Our education and care service requires parental/legal guardian 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, which may therefore result in a refusal.

We will ensure that we only act in accordance with correct authorisation as described in the Education and Care Services National Regulations, 2011.

2. Legislative Requirements

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

168 Education and care service must have policies and procedures

(1) The approved provider of an education and care service must ensure that the service has in place policies and procedures in relation to the matters set out in subregulation

(2) (m) the acceptance and refusal of authorisations Policy Statement

National Quality Standard:

7.3 Administrative systems enable the effective management of a quality service.

3. Who is affected by this policy?

a) Child
b) Families
c) Staff
d) Management

4. Implementation

The Nominated Supervisor will:

A. Ensure documentation relating to authorisations contains:
   a) the name of the child enrolled in the service;
   b) date;
   c) signature of the child’s parent/guardian, or nominated contact person who is on the enrolment form;

B. Apply these authorisations to the collection of children, administration of medication, excursion and access to records.

C. Keep these authorisations in the enrolment record.

D. Exercise the right of refusal if written or verbal authorisations do not comply.

E. 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 they contact the parent/guardian as soon as practicable after the medication has been administered.

The Licensee/Director/Supervisor will ensure that this policy is maintained and implemented at all times.

5. Sources

- Education and Care Services National Regulation 2011
- National Quality Standard 2011

6. Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.