

## ACCEPTANCE AND REFUSAL OF AUTHORISATION POLICY

### Introduction

Our education and care service requires 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.

### Goals – What are we going to do?

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

### Strategies – How will it be done?

The Nominated Supervisor will:

1. Ensure documentation relating to authorisation 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;
  - d. The original form/letter/register provided by the service.

A record of attendance, kept at the care setting includes full name of each child attending, arrival and departure times, signature of the person who delivers and collects the child or the Nominated Supervisor or Educator.

2. Apply these authorisations to collection of children, administration of medication, excursion and access to records.
3. Keep these authorisations in the enrolment record.
4. Exercise the right of refusal if written or verbal authorisations do not comply.
5. Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The Educator or 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.

### Evaluation

Correct authorisation is obtained, referred to and applied appropriately ensuring reduction in possible risk.

### Sources

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

*This policy links to the following;*

*National Quality Standards: 7.3.1, QA2*

*Education and Care Service National Regulations 2011: 99, 102, 160, 161, 168*

*See Appendix 1-National Law (section) and National Regulations (regulation)*