

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, 1st July, 2018*.

Authorisations-

The following authorisations are included in the Enrolment Form:

- Medical- including consent for staff to seek medical support, ambulance or administer medication in the case of an emergency.
- Fee payment
- Students – Trainee Educators and Teachers
- Working Parent enrolment status
- Adherence to our policies, procedure and philosophy.
- Excursions.
- Permission for photos

Additional authorisations include:

- Medication Record
- Transition to School visits permission for Prep students.

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;
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 2018

This policy links to the following;

National Quality Standards: 7.3.1, QA2

Education and Care Service National Regulations 2018: 99, 102, 160, 161, 168

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