



ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY

2020

**THE —
AFTER
SCHOOL
KLUB —**

ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY 2020

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	
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

Purpose

TASK purpose is to ensure that authorisations, signed by a parent or person named in the enrolment record as authorised to give consent for a child for the Approved Provider/ Nominated Supervisor are in accordance with the Education and Care Services National regulations 2011 **Regulation 161**.

Strategies

- Enrolment form with signed authorised nominees able to provide authorisations for:
 - (National Regulation 160(3), 161)**
 - Collection of children.
 - Medication administration.
 - Emergencies.
 - Medical treatment from a registered practitioner, hospital or ambulance.
 - Transportation in an ambulance.
 - Excursion permission. **(National Regulation 102)**
 - Incursion attendance.
 - Transportation Permissons
 - Taking of photographs by people other than educators
 - Enrolment of children, including providing details of persons nominated to authorise consent for 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 acceptance and refusal authorisation policy is always reviewed and maintained by Service management and adhered to by educators

Responsibilities of the Approved Provider

- Ensure the service operates in accordance with the Children (Education and Care Services National Law) Act 2010 and Education and Care Services National regulations 2011.

Responsibilities of the Nominated Supervisor

- Provide supervision, guidance and advice to staff to ensure adherence to the policy at all times.
- Ensure all authorisations will be retained within the Enrolment Record (**National Regulation 161**), original copy and will include:
 - The name of the child enrolled in the service.
 - The date.
 - The original form/letter/register provided by the service.
- Ensure that all parents/guardians have completed the authorised nominee section of their child's enrolment form (**National Regulation 161(a)**).
- Keep all authorisations relating to children in their enrolment record.
- 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.

Responsibilities of the Educators

- Apply these authorisations to the collection of children, medication administration, excursions, medical treatment in the event of an emergency and access to records.
- Exercise the right of refusal if written or verbal authorisations do not comply.
- 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 it is noted on medical plans and that parents/guardians are contacted as soon as practicable after the medication has been administered (**National Regulation 161**).
- Follow the Services Incident, Injury, Trauma and Illness Policy regarding authority to provide children with medication.
- Follow the policies and procedures of the Service.
- Ensure that parents/guardians sign and date permission forms for excursions prior to the excursion being implemented.
- Allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised person.

Responsibilities of the Family/Guardian

- Keep child enrolment details forms current by stating who the authorised nominees are as circumstances change.
- Inform service of current contact numbers to ensure you are contactable at all times.
- Communicate to Responsible Person and staff any individual requests regarding authorisations.
- Ensure that where children require medication to be administered by educators or other staff, you authorise this in writing, sign and date it for inclusion in your child's medical record.
- Update Educators in relation to any medical conditions, medical plans or ongoing medication requirements. This must include the names of medical practitioner, medications, dosage, signs, symptoms and contact information for any relevant medical professionals.
- Ensure that where children require medication to be administered by educators or other staff, you authorise this in writing, sign and date it on your child's individual medication record.

Refusing a Written Authorisation

On receipt of a written authorisation from a parent/guardian that does not meet the requirements outlined in the related service policy, the Approved Provider or delegated authority will:

- Immediately explain to the parent/guardian that their written authorisation does not meet legislative and policy guidelines.
- Provide the parent/guardian with a copy of the relevant service policy and ensure that they understand the reasons for the refusal of the authorisation.
- Request that an appropriate alternative written authorisation is provided by the parent/guardian.
- Follow up with the parent/guardian, where required, to ensure that an appropriate written authorisation is obtained.

Medication Record

Child's name: Date of birth:

To be completed by the parent/guardian				To be completed by the educator when administered									
Name of medication	Last administered	To be administered (or circumstances to be administered)		Signature of parent/Guardian	Method of administration	Dosage to be administered	Method of administration	Dosage Administration	Method of administration	Name of educator administering	Signature of educator administering	Name of witness	Signature of witness
		Time	Date										