

## Acceptance and Refusal of Authorisation Policy

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| <b>Published</b>          | January 2021   |
| <b>Review Date</b>        | July 2022  |
| <b>Sources</b>            | Education and Care Services National Regulations, October 2020<br>Education and Care Services National Law, February 2018<br>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017<br>Guide to the National Quality Framework, September 2020 |
| <b>Relevant Documents</b> | Refusal of Authorisation Policy<br>Delivery & Collection of Children Policy<br>Child Authorisations Table  |

### Aim:

To ensure the required authorisations are in place to make sure that children are safe when being educated and cared for.

### Explanation:

Country Children's Early Learning requires authorisations for actions such as administration of medications, medical treatment of the child including transportation by an ambulance service, collection of children from the service, permission for excursions and publicity and providing access to personal records.

### Responsibilities:

#### In relation to the Approved Provider, Co-ordination Unit Staff & Educators:

- Abide by their obligations under the current Education and Care Services National Law, Education and Care Services National Regulations and the National Quality Standard in relation to the acceptance and refusal of authorisations
- Maintain policies and procedures that guide Educators in the provision of appropriate authorisations for children
- Refer to the attached "Child Authorisations" table for further guidelines around the procedures for different scenarios where children might require authorisations
- Ensure the "Child Authorisations" table is located where it can easily be accessed for quick reference
- Maintain confidentiality
- Store copies of all relevant documents provided by families and/or Educators in a safe and secure manner respecting the individual's privacy
- If an authorisation is refused document:
  - The details of the authorisation
  - Why the authorisation was refused
  - Actions taken by the service

### In relation to Authorisation Requirements:

Authorisation documents are required for the following situations and must have the following details recorded:

#### Administration of Medication, including Self-Administration if applicable

- The name of the child
- The authorisation to administer medication, signed by a parent or person named in the child's enrolment record as authorised to consent to administration of medication
- The name of the medication to be administered
- The time and date the medication is to be administered
- The dosage of the medication to be administered
- The period of authorisation from and to
- The date the authorisation is signed

#### 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 updated 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

#### Collection of Children (included and authorised initially as part of the child's enrolment record or as updated during enrolment):

- The name of the child
- The name of the parent or the guardian of the child or the authorised nominee on the enrolment form providing authorisation
- 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
- The relationship to the child of the persons authorised to collect the child from the premises
- The signature of the person providing authorisation and date

#### Excursions (including Regular Outings)

If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12- month period, otherwise the following is required:

- The name of the child
- The date of the excursion (if not for a regular outing)
- The reason for the excursion

- The proposed destination for the excursion
- The method of transport to be used
- The activities to be undertaken by the child during the excursion
- The period the child will be away from the premises
- The anticipated number of children likely to be attending the excursion
- The ratio of educators attending the excursion to the number of children attending the excursion
- The number of staff members and any other adults who will accompany and supervise the children on the excursion
- That a risk assessment has been prepared and is available at the service
- The name of the parent or guardian providing authorisation, their relationship to the child
- The signature of the person providing authorisation and the date

**In relation to 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

**In relation to Families:**

- Ensure that all authorisations for their child are completed and signed accordingly

**Continual Monitoring and Improvement:**

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Approved Provider & Co-ordination Unit Staff accessing current relevant information
- Approved Provider, Co-ordination Unit Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

**Policy Review**

| Date Revised  | Comments                                  |
|---------------|---|
| June 2019     | Scheduled Policy Review – No changes made |
| February 2020 | Added "Child Authorisations" Table        |
| January 2020  | Scheduled Policy Review – Updated Sources |
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