

# Acceptance and Refusal of Authorisation

## Policy Statement

This policy acts to ensure that:

- Our service has a responsibility to protect the health, safety and wellbeing of every child attending our service
- The processes in place to manage these authorisations are outlined clearly

## Explanation

Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place in relation to the acceptance and refusal of authorisations.

These procedures ensure that required authorisations are obtained and kept in the enrolment record, and help to ensure the health, safety, wellbeing and best interests of all children are met. Through the authorisation process parents are informed of any risk associated with a matter and can make an informed choice whether or not to proceed.

The service require authorisation for actions such as:

- Administration of medication
- Medical treatment, including transportation by ambulance
- Collection of children from the service
- Regular Outings and Excursions
- Transportation of children
- Providing access to personal records

## Goals

- The health, safety and wellbeing of children is our number one priority. Our range of safeguards include policies and procedures for the acceptance and refusal of authorisations
- Our families are a part of this decision making process, through authorisations they are made aware of risks and can make informed decisions
- We value the important role our Educators play, and they are provided with the necessary training and support to act in accordance with the authorisations provided
- We prioritise good governance and quality management, we ensure that our acceptance and refusal of authorisations processes are effective and transparent and meet all regulatory requirements

**Policy Created**  
February 2016

**Policy Last Updated**  
August 2023

**Policy Review Date**  
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## **Strategies**

### **Obtaining an Authorisation**

- Authorisation must be obtained from parents/guardians or authorised nominees in the following circumstances:
  - Administering medication to children
  - Children leaving the premises in the care of someone other than their parent, other than in the case of an emergency
  - Children being taken on excursions or regular outings
  - Transportation of children
  - Seeking medical treatment for children and transportation by an ambulance service
- Parents/guardians are provided with adequate information and support to complete and maintain relevant written authorisations
- Parents/guardians are informed of their right to refuse authorisations and the impacts of a refusal

### **Keeping Authorisations in the Enrolment Record**

- Authorisations must be kept in the enrolment record, these are an authorisation signed by a parent or a person named in the enrolment record as authorised to consent to the medical treatment for the child for the approved provider, a nominated supervisor or an educator to seek:
  - Medical treatment for the child from a registered medical practitioner, hospital or ambulance service
  - Transportation of the child by an ambulance service
  - If relevant, an authorisation for the education and care service to take the child on regular outings
  - Transport of the child, apart from an excursion
- Prior to a child commencing at the service, the enrolment record is checked to ensure that all required written authorisations are completed and signed by the nominated parent/guardian
- Authorisations are monitored, maintained and stored confidentially

### **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 (dates covered if 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

### **Transportation of Children (other than as a part of an excursion)**

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

### **Confirmation of Authorisations**

- All authorisation forms received (other than the initial enrolment form) from parents or guardians are to be checked for completion and checked that the authorisers (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
- If an authorisation is refused the service will document
  - The details of the authorisation
  - Why the authorisation was refused
  - Actions taken by the service

## **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 the written authorisation does not meet legislative and policy guidelines
  - Provide the parent/guardian with a copy of the relevant service policy and ensure they understand the reasons for the refusal of authorisation
  - Request that an appropriate alternative written authorisation is provided by the parent/guardian
  - In instances where the parent/guardian cannot be immediately contacted to provide an alternative written permission, follow related policy procedures pertaining to the authorisation type
  - Follow up with the parent/guardian where required to ensure that an appropriate written authorisation is obtained

## **Roles and Responsibilities**

### **Approved Provider**

- Maintain policies and procedures that guide Educators in the provision of appropriate authorisations for children
- Ensure that an enrolment record is kept for each child that includes authorisations signed by a parent/guardian to consent to the medical treatment of the child if relevant in relation to:
  - Seeking medical treatment from a registered medical practitioner, hospital or ambulance service
  - Transportation by an ambulance
  - Regular outings, excursions and transportation

- Ensure that a medication record is kept that includes the authorisation to administer medication signed by a parent, or a person named in the enrolment record
- Ensure that medication is only administered or self-administered if authorised, or in emergency, authorisation is provided verbally by:
  - A parent or person named in the enrolment record
  - A registered medical practitioner or emergency service if the parent or person named in the enrolment record cannot be contacted
  - In the case of anaphylaxis or asthma emergency, medication may be administered without authorisation
- Ensure that children only leave the service premises with a parent, authorised nominee named in the enrolment record, or a person named in the enrolment record to collect the child
- Ensure all children have appropriate authorisation to leave the service on an excursion or regular outing
- Ensure no child is transported by the service without authorisation from a parent or other person named in the enrolment record
- Ensure systems requiring authorisations are in place for other legal requirements or quality practices e.g. photos of children and privacy
- Store copies of all relevant documents provided by families and/or Educators in a safe and secure manner respecting the individual's privacy
- The Child Authorisations Table is located where it can be easily accessed for quick reference
- Ensure authorisations are kept up to date

### **Nominated Supervisor/Coordinator/FDC Educators**

- Provide supervision, guidance and advice to ensure adherence to the policy
- Ensure all authorisations are retained within the enrolment record, original copy and include:
  - The name of the child enrolled at the service
  - The date
  - The signature of the child's parent/guardian or nominated contact person who is on the enrolment form
  - The original form, letter or register provided by the service
- Apply these authorisations to the collection of children, medical treatment of or administration of medication, excursions, transportation of children and transportation via ambulance
- Ensure authorisations are stored securely within each child's enrolment record

- Ensure that all parents/guardians have completed the authorised nominee section of their child's enrolment form and that the form is signed and dated before the child is enrolled at the service
- Implement and oversee authorisation systems for other legal requirements or quality practices e.g. photos of children and privacy
- Ensure authorisations are kept up to date
- Implement processes for circumstances where authorisations may be refused

### **Educators**

- Apply these authorisations to the collection of children, administration of medication, excursion and transportation of children
- Implement processes for circumstances where authorisations may be refused
- 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
- Ensure all action plans are carried out in line with the policy

### **Families**

- Ensure that you complete and sign the authorised nominee section of your child's enrolment form before your child attends the service
- Inform the service of current contact numbers to ensure you are contactable at all times
- Communicate to the Responsible Person and any Educators any individual requests regarding authorisations
- Update Educators in relation to any medical conditions, medical plans or ongoing medication requirements. This includes the names of medications, dosage, signed and symptoms and contact information for a relevant health professional
- Ensure that where children require medication to be distributed by Educators you authorise this in writing, sign and date if for inclusion on your child's medical record

#### **LINKS TO:**

- **Education & Care Services National Law**  
Section 167, 170
- **Education & Care Services National Regulations**  
92, 93, 94, 96, 99, 102, 102(d), 160, 161, 168, 169, 170, 171, 172
- **National Quality Standards/Elements:**  
2.1, 2.2, 6.1, 7.1, 7.1.2,
- **Child Safe Standards**  
1, 2, 3, 4, 5, 6, 7, 8, 9, 10

## Continual Monitoring and Improvement

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Approved Provider and Coordinators accessing current relevant information
- Approved Provider, Coordinators and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

### SOURCES

- Education and Care Services National Regulations - December 2021
- Education and Care Services National Law - January 2022
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations - October 2017
- Guide to the National Quality Standard - January 2020
- Implementing the Child Safe Standards: A Guide for Early Education and Outside School Hours Care Services, NSW Department of Education, 2021
- A Guide to the Child Safe Standards, NSW Office of the Children's Guardian, 2020
- ACECQA – FDC Approved Provider compliance responsibilities – October 2017
- Be You
- My Time Our Place: Framework for School Age Care in Australia
- The Early Years Learning Framework
- ECA Code of Ethics
- United Nations Convention on the Rights of the Child

### LINKS TO OTHER POLICIES:

- Administration of First Aid
- Administration of Medication
- Child Authorisations Table
- Child Safe Environment
- Dealing with Medical Conditions
- Delivery & Collection of Children
- Emergency & Evacuation
- Enrolment & Orientation
- Governance & Management
- Incident, Injury, Trauma & Illness
- Nutrition & Safe Food Handling
- Refusal of Authorisations
- Regular Outings & Excursions
- Safe Transportation of Children