

Acceptance and Refusal of Authorisations Policy

Date: 18/09/14, Reviewed 7/11/2017

Signed by Management Committee _____ **Date** _____

Date for Review: October 2020

Aim:

This policy outlines authorisation requirements and what a staff member or Educator should do if an authorisation submitted by parents or guardians is incomplete.

Related Policies:

Administration of Medication Policy
Access to and Release of Children Policy
Waiting List and Enrolment Policy
Excursion and Incursion Policy
Medical Conditions Policy
Emergency First Aid Policy
Confidentiality Policy

Rationale:

Under the National Law and Regulations 2011, early childhood services are required to develop a policy in relation to the acceptance and refusal of authorisations from parents/guardians or authorised contact persons in relation to particular circumstances in order to ensure that the health, safety, wellbeing and best interests of the child are met. These circumstances include but are not limited to:

- Administration of medication (Regulation 96).
- Children leaving the service premises (Regulation 99).
- Children being taken on excursions (Regulation 102).

UPCCC has developed policies relating to these circumstances that set out the requirements for authorisations. Authorisations from parents/guardians may be made in writing (by letter or on a specific form provided by the Centre) or verbally, (where a parent may phone to notify staff that someone that is not on their authorised list will be picking up their child).

Practices

Matters that Require Authorisation

As a minimum, the Education and Care Services National Regulations require parent or guardian authorisation to be provided in matters relating to administration of medication, medical treatment of the child including transportation by an ambulance service, collection of children from the service and excursions (including regular outings).

Where it is deemed necessary UPCCC will also require authorisations for other circumstances, e.g. permission to take photographs or videos of the children. Any authorisation that we require for other circumstances will need to comply with the applicable principles set out in this document.

Authorisation Requirements

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

1) Administration of medication: (*refer Administration of Medication Policy*)

- a) the name of the child
- b) the authorisation to administer medication signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication
- c) the name of the medication to be administered
- d) the time and date the medication is to be administered
- e) the dosage of the medication to be administered
- f) the manner in which the medication is to be administered
- g) if the medication is administered to the child
 - i. the dosage that was administered; and
 - ii. the manner in which the medication was administered; and
 - iii. the time and date the medication was administered; and
 - iv. the name and signature of the person who administered the medication; and
 - v. the name and signature of the person who checked the dosage administered.

- 2) Medical Treatment of the child including transportation by an ambulance service (included and authorised initially as part of the child's enrolment record or as amended at a later date):** (*refer Emergency First Aid Policy*)
- a) The name of the child
 - b) Authorisation to seek medical treatment for the child from a registered medical practitioner, hospital, or ambulance service; and
 - c) Authorisation for the transportation of the child by an ambulance service
 - d) The name, address and telephone number of the child's registered medical practitioner or medical service and if available the child's Medicare number
 - e) The name of the parent or guardian providing the authorisation
 - f) The relationship to the child
 - g) The signature of the person providing authorisation
 - h) The date the authorisation is signed
- 3) Emergency Medical Treatment (included and authorised initially as part of the child's enrolment record or as amended at a later date):**
- a) In an emergency UPCCC staff and Educators are able to seek emergency medical assistance for a child as required (medical practitioner, ambulance or hospital) without seeking further authorisation from a parent or guardian. This includes those emergencies relating to asthma and anaphylaxis.
- 4) Collection of children (included and authorised initially as part of the child's enrolment record or as amended at a later date):** (*refer Access to and Release of Children Policy*)
- a) The name of the child
 - b) The name of the parent or the guardian of the child or the authorised nominee on the enrolment form providing authorisation
 - c) 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
 - d) The signature of the person providing authorisation
 - e) The period of authorisation, from and to
 - f) The date the authorisation is signed.
 - g) In special circumstances where the authorising parent or guardian provides verbal authorisation over the phone for someone other than a person already named in the enrolment record, the UPCCC staff member must record and sign the following details:
 - i) The name of the parent or guardian making the authorisation
 - ii) The name of the person they are authorising to collect the child
 - iii) The period of the authorisation, from and to
 - iv) The date and time the authorisation was received
 - v) The staff member's signature
- 5) Excursions - where the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period, i.e. at the time of enrolment.** (*refer Excursion and Incursion Policy*)
- a) The name of the child
 - b) The date of the excursion (unless the authorisation is for a regular outing)
 - c) A description of the proposed destination for the excursion
 - d) The method of transport to be used
 - e) The proposed activities to be undertaken by the child during the excursion
 - f) That a risk assessment has been prepared and is available at the service
 - g) The name of the parent or guardian providing authorisation
 - h) The relationship to the child
 - i) The signature of the person providing authorisation
 - j) The date the authorisation is signed; and
 - k) For authorisations other than a regular outing
 - i) The period the child will be away from the premises
 - ii) The anticipated number of children likely to be attending the excursion
 - iii) The anticipated number of staff members and any other adults who will be accompanying and supervising the children on the excursion
- 6) Authorisations for other circumstances i.e. Permission for Photographs and/or Videos. Authorisations can be included initially on enrolment form and/or amended or provided at a later date.**
- a) The name of the child
 - b) A description of what is being authorised
 - c) The name of the parent or guardian providing the authorisation

- d) The relationship to the child
- e) The signature of the person providing authorisation
- f) The date the authorisation is signed

7) Verification of Authorisation

- a) All authorisation forms received from parents or guardians (other than the initial enrolment form) are to be checked for completion and are to be verified that the authoriser (name and signature) is the nominated parent or guardian noted on the enrolment form
- b) If incomplete or inappropriately signed, the authorisation form should be returned to the parent or guardian for correction
- c) No action with regard to the specific activity requiring authorisation should occur unless the authorisation form has been completed correctly and appropriately signed

Sources

ACT Government, *Education and Care Services National Law (ACT) Act 2011*, and the Education and Care Services National Regulations 2011 (available from <http://www.legislation.nsw.gov.au/>)

Government of South Australia, Department for Education and Child Development, *Acceptance and Refusal of Authorisations Policy*, accessed from <https://www.decd.sa.gov.au/sites/g/files/net691/f/acceptance-refusal-authorisations-policy.pdf?v=1481071187> on 11th November 2017