



## ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY

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Drafted by	Nicole Crook	Approved by Board on	Feb 2018
Responsible person	Nicole Crook	Scheduled review date	Feb 2019

### INTRODUCTION

Our service will request authorisation from families in the circumstances detailed below, to ensure the safety of the children and staff. Staff may be unable to comply with a request unless the appropriate authorisation is provided. Authorisation must be in writing except in emergency or exceptional situation when approved by the nominated supervisor or senior staff member; in which case verbal authorisation will be noted by the staff member and written authorisation will be completed by the parent/guardian at earliest convenience.

The Education and Care Services National Regulations require services to ensure that an authorisation is obtained from families in certain situations. For example, the Regulations stipulate an authorisation must be obtained for:

- Administering medication to children (Regulation 93)
- Children leaving the premises of a service with a person who is not a parent of the child (Regulation 99)
- Children being taken on excursions (Regulation 102)
- Access to personal records (Regulation 181)

Authorisation from families may also be required for:

- A child leaving the service to attend an extra-curricular activity away from the service, for example, attending a sporting activity, dance, drama, etc.
- application or refusal of sunscreen
- use of children's photos in media

### PURPOSE

The safety of the children in our care is a priority to the educators and families of those children. This policy outlines the procedures that will ensure safe administration of medicines and that children only leave Patersonia Early Learning premises with written authority from their parent/guardian.

## POLICY

The Nominated Supervisor, or the person in day-to-day charge of the service will:

- Ensure documentation relating to authorisation (permission) from families contains:
  - The name of the child enrolled in the service;
  - The date;
  - Signature of the child's parent/guardian or nominated person who is on the enrolment form;
  - The approximate time the child will return to the service if the child is leaving the service to attend an extra-curricular activity and the time they will return to the service (if applicable);
  - Relevant medicine information including the name, dosage and time/frequency of administration of any medicines.
  - The original form/letter provided by the service;
- Apply these authorisations to the collection of children, administration of medication, excursions and access to records.
- Keep these authorisations in the child's enrolment record.
- Ensure the child will not be permitted to leave the service to attend any extra-curricular activity until authorisation is obtained.
- Ensure that children are not permitted to leave the service without an authorised adult.
- Obtain written authorisation if a person other than the parents/guardian or other nominated person is to collect the child.
- In certain circumstances verbal authorisation, may be accepted at the discretion of the senior staff member on duty. This would be relevant in situations where there has been an emergency situation and no one from the child's authorised list is able to collect the child. An email, fax or text message is suitable as written authorisation.
- Exercise the right to refuse if written or verbal authorisations do not comply with the requirements outlined above.
- Waive compliance for authorisation 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 they contact the family and emergency services as soon as practicable after the medication has been administered.
- 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.
- The relationship to the child.
- The signature of the person providing authorisation and date.

All authorisation forms received (other than the initial enrolment form) from parents or guardians are to be checked for completion and checked that the person authorising 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.

## **RESPONSIBILITIES**

This policy applies to all educators and management of Patersonia activities run both on site and off site.

## **PROCESSES**

The Business Manager will review the organisation's procedures in all areas to ensure that these are in accordance with the principles expressed in this policy, and will report to the Board on this matter.

Staff and volunteers will follow these procedures.

## **RELATED DOCUMENTS**

- Education and Care Services National Law 2010
- Education and Care Services National Regulations 2010 and 2014 Update (r93, 94, 99, 102, 157, 158, 161)
- National Quality Standard (2.3, 7.3)
- Parent Handbook
- Staff Handbook
- Enrolment and Orientation Policy
- Administration of Medication Policy
- Providing a Child Safe Environment Policy