

Acceptance and Refusal of Authorisation Policy (LSM 4)

Policy Rationale

Cooks Hill Preschool has a responsibility to protect the health, safety and wellbeing of each child. The service will ensure that educators only act in accordance with correct authorisation as described in the *Education and Care Services National Regulations, 2011*. These circumstances involve;

- Administering medication to children (Reg 92)
- Children leaving the premises in the care of someone other than their parent (Reg 99) other than the case of an emergency
- Children being taken on excursions (Reg 102)

Strategies, Practices and Procedures

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 Nominated Supervisor 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 policy and ensure they understand the reasons for the refusal of the authorisation.
- Request that an appropriate alternative written authorisation is provided by the parent/guardian.
- In instances where the parent/guardian can not be immediately contacted to provide an alternative written authorisation, follow related procedures pertaining to the authorisation type.
- Follow up with the parent/guardian where required, to ensure that appropriate written authorisation is obtained.

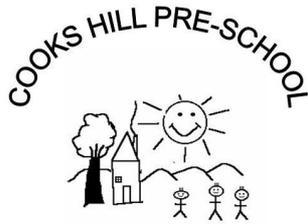


The Approved Provider/Nominated Supervisor will use best endeavours to:

- Ensure the service operates in line with the Education and Care Services National Law and Regulations 2011.
- Provide supervision, guidance and advice to ensure adherence to the policy at all times.
- Ensure all authorisations will be retained within the enrolment record, original copy and will include; the name of the child enrolled in the service, the date, the signature of the child's parent/guardian/nominated contact person who is on the enrolment form, the original form provided by the service.
- Apply these authorisations to the collection of children, administration of medication, excursion, access to records and transportation via ambulance.
- Ensure authorisations are stored with each individual 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.
- Ensure children are adequately supervised, are not subject to inappropriate discipline and are protected from harms and hazards.

Early childhood educators will use best endeavours to:

- Apply these authorisations to the collection of children, administration of medication, excursion 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.



Families will need to:

- Ensure that you complete and sign the authorised nominee section of your child's enrolment form before your child attends the service.
- Keep child enrolment details forms current stating who the authorised nominees are.
- 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.
- Update educators in relation to any medical conditions, medical plans or ongoing medication requirements. This includes the names of medications, dosage, signs and symptoms and contact information for any relevant health professionals.
- Ensure that where children require medication to be administered by educators, you authorise this in writing, sign and date it for inclusion in your child's medical record.

Links to Legislation & National Quality Standards

- National Quality Standards (2011)
- Education and Care Services National Regulations 2011
- Children and Young Persons (Care and Protection) Act 1998

References

- Policy adapted from CELA www.cela.org.au
- Australian Children's Education and Care Quality Authority (ACECQA)

Policy Updated: ___ October 2017 ___ **Policy Review:** ___ October 2018 ___

Adopted by the Management Committee: _____