

	Acceptance and Refusal of Authorisations Policy & Procedures
Version No.	Created November 2018
Authorisation	General Manager
Expiry Date	Policy to be reviewed Annually
Responsible Officer	Manager Evolve Early Learning & Kindergarten
Policy Owner	Evolve Early Learning & Kindergarten

POLICY

Under the National Law and Regulations, Evolve Early Learning and Kindergarten will obtain written authorisation from a parent/guardian or person authorised and named in the enrolment record, to ensure the health, safety, wellbeing and best interests of the child are met.

Evolve Early Learning & Kindergarten is commitment to:

- Obtaining written authorisation from a parent/guardian or person authorised and named in the enrolment form
- Refusing written authorisation from a parent/guardian or person authorised and named in the enrolment form.

Scope

- This policy applies to Evolve Early Learning & Kindergarten who is responsible for the direct education and care of children.
- This policy applies to the Approved Provider, Nominated Supervisor, Responsible Person, Educators, Staff, Students on placement, Volunteers, Parents/guardians, Children and others attending the programs and activities at Evolve Early Learning & Kindergarten

National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety

2.2 Safety - Each child is protected

2.2.1 Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

2.2.2 Incident and emergency management - Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented

2.2.3 Child protection – Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect

Education and Care National Regulations

- Self-administration of medication (National Regulations 96)
- Children leaving the service premises (National Regulations 99)
- Children being taken on excursions (National Regulations 102).
- Specific service policies (including the *Administration of Medication Policy*, *Delivery and Collection of Children Policy*, *Enrolment and Orientation Policy* and *Excursions and Service Events Policy*) include details of the conditions under which written authorisations will be accepted. However, there may be instances when a service refuses to accept a written authorisation.

Responsibility/Accountability

The management of Evolve Early Learning and Kindergarten, according to Regulations is responsible for the implementation of this policy.

This will be achieved by:

- Ensuring 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
- Ensuring that an Attendance Record is maintained to account for all children attending the service
- Ensuring that permission forms for excursions are provided to the parent/guardian or Authorised Nominee prior to the excursion
- Ensuring educators/staff allow a child to participate in an excursion only with written authorisation of a parent/guardian or authorised nominee
- Keeping a written record of all visitors to the service, including time of arrival and departure
- Ensuring that where children require medication to be administered by educators/staff, this is authorised in writing, signed and dated by a parent/guardian or Authorised Nominee, and included with the child's Medication Record
- That educators/staff do not administer medication without the authorisation of a parent/guardian or Authorised Nominee, except in the case of an emergency, including an Asthma or Anaphylaxis emergency
- Educators/staff allow a child to depart from the service only with a person who is the parent/guardian or Authorised Nominee, or with the written authorisation of one of these, except in the case of a medical or other emergency
- Ensuring that there are procedures in place if an Inappropriate Person attempts to collect a child from the service
- Developing and enacting procedures for dealing with a written authorisation that does not meet the requirements outlined in service policies.
- Evolve Early Learning and Kindergarten will allow children who are capable to self-administer medication with the authorisation from parent/guardian or Authorised Nominee.

Responsible Person / Nominated Supervisor is responsible for:

- Following the policy and procedures of the service
- That medication is not administered to a child without the authorisation of a parent/guardian or Authorised Nominee, except in the case of an emergency, including an Asthma or Anaphylaxis emergency
- A child only departs from the service with a person who is the parent/guardian or Authorised Nominee, or with the written authorisation of one of these, except in the case of a medical or other emergency
- Ensuring a child is not taken outside the service premises on an excursion except with the written authorisation of a parent/guardian or Authorised Nominee including details required under National Regulations 102
- Informing the Approved Provider when a written authorisation does not meet the requirements outlined in service policies.

Nominees and other educators are responsible for:

- Following the policies and procedures of the service
- Checking that parents/guardians sign and date permission forms for excursions
- Checking that parents/guardians or Authorised Nominees sign the Attendance Record as their child arrives at and departs from the service on ipad
- Administering medication only with the written authorisation of a parent/guardian or Authorised Nominee, except in the case of an emergency, including an Asthma or Anaphylaxis emergency
- Allowing a child to participate in an excursion only with the written authorisation of a parent/guardian or Authorised Nominee including details required under National Regulations 102
- Allowing a child to depart from the service only with a person who is the parent/guardian or Authorised Nominee, or with the written authorisation of one of these, except in the case of a medical or other emergency
- Following procedures if an Inappropriate Person attempts to collect a child from the service
- Informing the Approved Provider when a written authorisation does not meet the requirements outlined in service policies.

Parents/guardians are responsible for:

- Reading and complying with the policies and procedures of the service
- Completing and signing the Authorised Nominee section of their child's enrolment form before their child commences at the service
- Signing and dating permission forms for excursions
- Signing the Attendance Record as their child arrives at and departs from the service
- Providing written authorisation where children require medication to be administered by educators/staff, and signing and dating it for inclusion in the child's Medication Record

- Volunteers and students, while at the service, are responsible for following this policy and its procedures

ACCEPTANCE AND REFUSAL OF AUTHORISATION PROCEDURE

Purpose

This procedure provides a process for:

- Obtaining written authorisation from a parent/guardian or person authorised and named in the enrolment form
- Refusing written authorisation from a parent/guardian or person authorised and named in the enrolment form.
- This procedure applies to services responsible for the direct education and care of children.

Procedure

Activities requiring written authorisation:

The person identified on the service enrolment form as the person with Lawful Authority (refer to *Definitions*) will be required to provide authorisation in writing for the following activities:

- Administration of medication
- Self-administration by a child – a child who is capable of administering medication will be under direct supervision by a staff member
- Administration of medical treatment, ambulance transportation
- Emergency care arrangements
- Arrangements for collection in the event of an accident, injury or illness
- Excursions including regular outings
- Permission for photographs, video and audio recording
- Water based activities
- Head lice checks
- Delivery and collection of children from the service
- Enrolment of children including naming of people other than the parent/guardian/person with Lawful Authority to consent to medical treatment or trips outside the service premises
- Applying sunscreen and tropical creams.
- Any person identified on the service enrolment form, who is under the age of 18 years, will not be accepted as the person with Lawful Authority for any purpose other than delivery and collection of children from the service.
- In the event that a person under the age of 18 attempts to sign authorisation for any of the above, staff will inform the parent/guardian of the requirements as per the *Acceptance and Refusal of Authorisation Policy* (National Regulations 168).
- Collection of children by unannounced and unauthorised persons
- These procedures are to be followed when an unauthorised person arrives unannounced to collect a child, or where a parent/guardian or Authorised

Nominee telephones the service to notify that such a person will be collecting their child

Procedures for 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 will:

- Immediately explain to the parent/guardian that their written authorisation does not comply with service policy, and that it cannot be accepted
- Ensure that the parent/guardian is provided with a copy of the relevant service policy and that they understand the reasons for the refusal of the authorisation
- Request that an appropriate alternative written authorisation is provided by the parent/guardian that complies with the requirements of the relevant service policy
- Ensure that procedures outlined in the relevant service policy are followed where a parent/guardian cannot be immediately contacted to provide an alternative written authorisation
- Follow up with the parent/guardian, where required, to ensure that an appropriate written authorisation is obtained

References, Sources, Links to Legislation and Other Documents

Please refer to Reference and Sources page

Related service policies:

- *Administration of Medication Policy*
- *Dealing with Medical Conditions Policy*
- *Delivery and Collection of Children Policy*
- *Enrolment and Orientation Policy*
- *Excursions and Service Events Policy*
- *Incident, Injury, Trauma and Illness Policy*