

	<b>Acceptance and Refusal of Authorisations Policy &amp; Procedures</b>
<b>Version No.</b>	Version 6 2024
<b>Authorisation</b>	General Manager
<b>Expiry Date</b>	Policy to be reviewed Annually
<b>Responsible Officer</b>	Manager Evolve Early Learning & Kindergarten
<b>Policy Owner</b>	Evolve Early Learning & Kindergarten

## Policy

Evolve Early Learning & Kindergarten is committed to:

- Providing a safe environment for the children enrolled at the service
- Obtaining written or in some instances, verbal 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.

## Purpose

Evolve Early Learning & Kindergarten is committed to:

- Obtaining authorisation from parent/guardian or person authorised and named on the enrolment for activities listed in this policy and procedure.

## Scope

This policy applies to Evolve Early Learning & Kindergarten who is responsible for the direct education and care of children including offsite excursions and activities.

This policy applies to the Approved Provider, Nominated Supervisor, Responsible Person, Educators, Staff, Students on placement, Volunteers, Parent/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 education and care service premises (National Regulations 99)
- Authorisation for 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 & 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/Contacts section of their child's enrolment form, 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 or electronic 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 (Verbal consent may also be given by parent/guardian or Authorised Nominee to administer medication. Must be noted and parent/guardian or Authorised Nominee authorise in writing upon pickup)
- 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 (Verbal consent may also be given by parent/guardian or Authorised Nominee to administer medication. Must be noted and parent/guardian or Authorised Nominee authorise in writing upon pickup)

- 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.

### **Approved Provider/ Nominated Supervisor & Responsible Person are 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<sup>102</sup>
- Informing the Approved Provider when a written authorisation does not meet the requirements outlined in service policies.

### **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 (Verbal consent may also be given by parent/guardian or Authorised Nominee to administer medication.

Must be noted and parent/guardian or Authorised Nominee authorise in writing upon pickup)

- 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 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 (Verbal consent may also be given by parent/guardian or Authorised Nominee to administer medication. Must be noted and parent/guardian or Authorised Nominee authorise in writing upon pickup)
- 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
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- 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*