Acceptance and Refusal of Authorisation Policy

Policy first issued	27th July 2016
Current review date	17th September 2024
Personnel responsible	Childcare Operations

NQS 2 Children's Health and Safety

NQS

QA 2	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

National Regulations

Regs	92	Medication Record
	93	Administration of medication
	99	Children leaving the education and care service
	102	Authorisation for excursions
	102D	Authorisation for service to transport children
	160	Child enrolment records to be kept by approved provider
	161	Authorisations to be kept in enrolment record
	168	Education and care services must have policies and procedures

Aim

Our Centre aims to provide clear and transparent policies and procedures for authorisations. The policy outlines procedures to be followed when obtaining written authorisation from parent / guardian or person authorised and named in the enrolment record and / or refusing written authorisation from a parent / guardian or person authorised and named in enrolment record.

NQS

Administration of Authorised Medication Policy
Enrolment and Orientation Policy
Excursion and Centre Event Policy
Photography Policy
Privacy and Confidentiality Policy
Physical Environment (Workplace, Learning and Administration) Policy
Social Media Policy

Implementation

- Where activities require authorisation, either to comply with National Regulations, or to comply with our Centre policies, our Centre requires that the authorisation is provided in writing and is dated. These activities include:
  - Administration of medication (which includes over-the-counter and therapeutic goods under the Therapeutic Goods Act 1989 like Panadol), sunscreen, nappy cream and insect repellent)
  - Administration of medical treatment, dental treatment, general first aid products and ambulance transportation
  - Excursions including regular outings
  - Transportation including regular transportation
  - Incursions
  - Taking of photographs by people who are not educators
  - Posting of children's photographs on the Centre social media account.
  - Water based activities (this does not include water play)

    - Enrolment of children including naming of authorised nominees and persons authorised to consent to medical treatment or trips outside the Centre premises.
- The format of written authorisations required under the National Law must comply with the Regulations. Please see specific policies for more information.
- Collection of children by people other than parents e.g. child
    - Leaves in accordance with written authorisation of a parent or authorised nominee
    - Is given into care of a person or taken outside the premises for urgent medical treatment or because of another emergency.
- Disclosure of a child's personal information where this is not legally required or families would not expect the disclosure.
- Our Centre does not accept verbal authorisations in any circumstances except in the following situation:
    - Emergency administration of medication, including emergencies involving anaphylaxis or asthma
    - Parents or authorised nominees are unable to collect a child before the Centre closes and authorise an alternate person to collect the child.

Whenever a person not known to educators is authorised verbally or in writing to collect the child, they must be adequately identified by educators before the child is released. See Delivery and Collection of Children Policy for more information.

Pain Relief Medication
We do not accept written or verbal authorisations to administer Over-the-Counter pain relief medication like Panadol, Nurofen, Ibuprofen and Paracetamol unless it has been prescribed by a registered health practitioner, or authorised verbally by a registered health practitioner in an emergency as outlined below. Pain relief medication may mask the symptoms of serious illnesses and our educators are not qualified medical professionals.

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 Centre policy, the Representative of the Approved Provider or Nominated Supervisor will:

- Immediately explain to the parent / guardian that their written authorisation contravenes Centre policy, and that it cannot be accepted.
- Ensure that the parent / guardian is provided with a copy of the relevant Centre 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 Centre policy
- Ensure that procedures outlined in the relevant Centre 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.

Source

Education and Care Services National Law and Regulations
National Quality Standard

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families

- Interested Parties

Last reviewed: 17.09.2024
Date for next review: September 2025