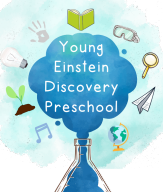
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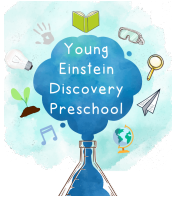
# Acceptance and Refusal of Authorisations Policy and Procedures

Rev	Date	Revision Details	By
A0	17/04/2022	Initial Draft	IW
A1	10/02/2023	Reviewed Policy and Procedures. No changes needed, however a change was added to the 'Known Medical Condition' form so that families state the period of time children will be using a specific medication.	MP

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### Policy Statement

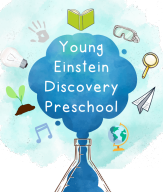
We have comprehensive processes in place for managing authorisations that are sensitive to the needs of children and their families.

### Background

The Education and Care Services National Law and Regulations require approved providers to ensure their services have policies and procedures in place in relation to the acceptance and refusal of authorisations. Written authorisations from parents or authorised nominees help to ensure that the health, safety, wellbeing and best interests of all children are met. Through the authorisation process, parents are informed of risks associated with a matter, and can make an informed choice whether to proceed.

### Legislative requirements

Section/Regulation	Description
<b>Regulation 92</b>	<b>Medication record</b>
<b>Regulation 93</b>	<b>Administration of medication</b>
<b>Regulation 94</b>	<b>Exception to authorisation requirement – anaphylaxis or asthma emergency</b>
<b>Regulation 96</b>	<b>Self-administration of medication</b>
<b>Regulation 99</b>	<b>Children leaving the education and care service premises</b>
<b>Regulation 102</b>	<b>Authorisation for excursions</b>
<b>Regulation 102D</b>	<b>Authorisation for service to transport children</b>
<b>Regulation 160</b>	<b>Child enrolment records to be kept by approved provider and family day care educator</b>
<b>Regulation 161</b>	<b>Authorisations to be kept in enrolment record</b>
<b>Regulation 168</b>	<b>Education and care service must have policies and procedures</b>
<b>Regulation 170</b>	<b>Policies and procedures to be followed</b>
<b>Regulation 171</b>	<b>Policies and procedures to be kept available</b>
<b>Regulation 172</b>	<b>Notification of change to policies or procedures</b>

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## Related Policies

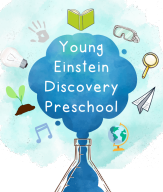
Document Name	Title
YEDP_Excursions_Policy and Procedures	Excursions Policy and Procedures
YEDP_Emergency and Evacuation_Policy and Procedures	Emergency and Evacuation Policy and Procedures
YEDP_The Administration of First Aid_Policy and Procedures	The Administration of First Aid Policy and Procedures
YEDP_Incident, Injury, Trauma and Illness_Policy and Procedures	Incident, Injury, Trauma and Illness Policy and Procedures
YEDP_Dealing with Medical Conditions in Children_Policy and Procedures	Dealing with Medical Conditions in Children Policy and Procedures
YEDP_Enrolment and Orientation_Policy and Procedures	Enrolment and Orientation Policy and Procedures
YEDP_Providing a Child Safe Environment_Policy and Procedures	Providing a Child Safe Environment Policy and Procedures
YEDP_Safe Transportation of Children_Policy and Procedures	Safe Transportation of Children Policy and Procedures
YEDP_Delivery of Children to, and Collection from Premises_Policy and Procedures	Delivery of Children to, and Collection from Premises Policy and Procedures
YEDP_Governance and Management_Policy and Procedures	Governance and Management Policy and Procedures
YEDP_Nutrition, Food and Beverages, Dietary Requirements_Policy and Procedures	Nutrition, Food and Beverages, Dietary Requirements Policy and Procedures

### Purpose

We aim to ensure that all Educators and staff are consistent in how authorisations are managed and what constitutes a correct authorisation and what does not, which consequently may lead to a refusal.

### Scope

This policy applies to children, families/guardians, staff, students, volunteers and visitors of the Service

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## Procedures

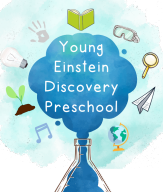
Our Service will ensure we comply with the current Education and Care Services National Regulations, which require parent or guardian authorisation to be provided in matters, which include:

## Authorisation Requirements

Authorisation documents are required for the following situations and must have details recorded as specified:

### Administration of Medication:

- The name of the child
- The authorisation to administer medication, signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication
- The name of the medication to be administered
- The time and date the medication is to be administered
- The dosage of the medication to be administered
- Whether the medication is to be self-administered, such as Ventolin or Insulin
- The reason for the medication
- The period of authorisation from and to
- The date the authorisation is signed
- From its original container before the expiry or use-by date
- In accordance with any instructions attached to the medication or provided by a registered medical practitioner
- Have a second person checking the dosage of the medication and witnessing its administration
- Educator administering medication and witness must write their full name and sign the medication record
- Details of the administration must be recorded in the medication record.

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### Medical treatment of the child including transportation by an ambulance

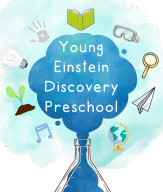
- The name of the child
- Authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service
- Authorisation for the transportation of the child by an ambulance service
- The name, address and telephone number of the child's registered medical practitioner or medical service and if available the child's Medicare number
- The name of the parent or guardian providing authorisation
- The relationship to the child
- The signature of the person providing authorisation and date

### Emergency Medical Treatment

- The Service is able to seek emergency medical assistance for a child as required without seeking further authorisation from a parent or guardian in the case of an emergency (i.e. medical practitioner, ambulance or hospital) including for those emergencies relating to asthma and anaphylaxis.

### Collection of Children

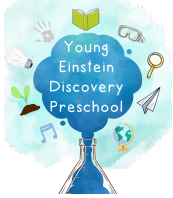
- The name of the child
- The name of the parent or the guardian of the child or the authorised nominee on the enrolment form providing authorisation
- The name of the person/s authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises
- The relationship to the child of the persons authorised to collect the child from the premises
- The signature of the person providing authorisation and date
- Identification corresponding to the child's enrolment form of authorised person

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#### Excursions (including regular outings)

**If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period, otherwise;**

- 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 route to be taken to the excursion and returned
- 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
- That a risk management plan has been prepared and is available
- The name of the parent or guardian providing authorisation
- The relationship to the child
- The signature of the person providing authorisation and date
- Any water hazards and risks associated with water-based activities
- The items that should be taken on the excursion.

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**Confirmation of Authorisation**

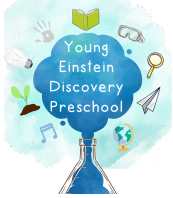
- All authorisation forms received (other than the initial enrolment form) from parents or guardians are to be checked for completion and checked that the authoriser (name and signature) is the nominated parent or guardian on the enrolment form
- If incomplete or inappropriately signed, the authorisation 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

*Policies and procedures must be followed by all preschool users. All parents/guardians and staff members are supplied with a link to our preschool Google Drive Policies and Procedures and these documents are always available to all preschool users. All parents/guardians and staff will be notified with 14 days notice should any policies or procedures be amended or put in place. There is an on-going process in place for reviewing, monitoring, and updating policies and procedures.*

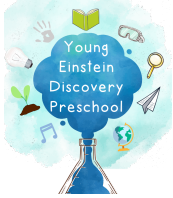
**Rolls And Responsibilities**

<p><b>Approved Provider</b></p>	<ul style="list-style-type: none"> <li>● That the Service has an Acceptance and Refusal of Authorisations policy in place, which is to be adhered to and maintained by Educators at all times</li> <li>● <b>Parents/guardians</b> are provided with access to Service policies</li> <li>● All staff follow the policies and procedures of the Service</li> <li>● All parents/guardians have completed the authorised person's section of their child's enrolment form and the form is signed and dated before the child is enrolled at the Service</li> <li>● Permission forms for excursions are provided to a parent/guardian or authorised person prior to an excursion</li> <li>● Attendance records are maintained to account for all children attending the Service</li> <li>● A written record of all visitors to the Service is kept, including time of arrival and departure, signature and reasons for the visit</li> <li>● Where a child requires medication to be administered by Educators/staff, <b>that is</b> authorised in writing on a Medication Record, signed and dated by the parent/guardian or authorised person</li> </ul>
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	<ul style="list-style-type: none"> <li>● Educators/staff do not administer medication without the authorisation of parent/guardian or authorised person, except in the case of an emergency, including an asthma or anaphylaxis emergency</li> <li>● Educators/staff allow a child to participate in excursions only with the written authorisation of a parent/guardian or authorised person</li> <li>● Educators/staff allow a child to depart from the service only with a person who is the parent/guardian or authorised person, or with the written authorisation of one of these, except in the case of a medical emergency or an excursion</li> <li>● There are procedures in place if an inappropriate person attempts to collect the child from the Service</li> </ul>
<b>Nominated Supervisor</b>	<ul style="list-style-type: none"> <li>● Ensure documentation relating to authorisations contains:                             <ul style="list-style-type: none"> <li>○ The name of the child enrolled in the Service;</li> <li>○ Date;</li> <li>○ Signature of the child’s parent/guardian and nominated contact person who is on the enrolment form;</li> </ul> </li> <li>● Keep all authorisations relating to children in their enrolment record.</li> <li>● Exercise the right to refusal if written or verbal authorisations do not comply with National Regulations. If an authorisation is refused by the Service, it is best practice to document:                             <ul style="list-style-type: none"> <li>○ The details of the authorisation</li> <li>○ Why the authorisation was refused</li> <li>○ Actions taken by the Service. For example: If the Service refused an authorised nominee named in the child’s enrolment record to collect the child from the Service as they were under the influence of alcohol, what action was taken to ensure that the child was collected. (Refer to Refusal of Authorisation Record)</li> </ul> </li> <li>● Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. In accordance with National Regulations and Standards, the Service can administer medication without authorisation in such cases. Management will be required to contact the parent/guardian as soon as practicable after the medication has been administered</li> <li>● Follow the policies and procedures of the Service</li> <li>● Ensure that medication is not administered to a child without the authorisation of a parent/guardian or authorised person, except in the case of an emergency, including and asthma or anaphylaxis emergency (Refer to Administration of Medication Policy, Incident, Illness, Accident &amp; Trauma Policy, Emergency Evacuation Policy, Asthma Management Policy and Anaphylaxis Management Policy)</li> </ul>

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	<ul style="list-style-type: none"> <li>● Ensure a child only departs from the Service with a person who is the parent/guardian or authorised person, or with the written authorisation of one of these, except in the case of a medical emergency or an excursion (Refer to Arrival and Departure Policy)</li> <li>● Ensure a child is not taken outside the Service premises on an excursion except with the written authorisation of a parent/guardian or authorised person</li> <li>● Inform the Approved Provider when a written authorisation does not meet the requirements outlined in the Service policies</li> </ul>
<b>Educators and staff</b>	<ul style="list-style-type: none"> <li>● Follow the policies and procedures of the Service</li> <li>● Check that parents/guardians sign and date permission forms for excursions</li> <li>● Check that parents/guardians or authorised persons sign attendance records as their child arrives and departs from the Service</li> <li>● Administer medication only with the written authorisation of a parent/guardian or authorised person, except in the case of an emergency, including an asthma or anaphylaxis emergency</li> <li>● Allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised person</li> <li>● Allow a child to depart from the Service only with a person who is the parent/guardian or authorised person, or with the written authorisation of one of these, except in the case of a medical emergency or an excursion</li> <li>● Follow Service policy if an inappropriate person attempts to collect a child from the Service</li> <li>● Inform the Approved Provider when a written authorisation does not meet the requirements outlined in Service policies</li> </ul>
<b>Families</b>	<ul style="list-style-type: none"> <li>● Read and comply with the policies and procedures of the Service</li> <li>● Complete and sign the authorised person section of their child's enrolment form before their child commences at the Service</li> <li>● Sign and date permission forms for excursions</li> <li>● Sign attendance records as their child arrives and departs from the Service</li> <li>● Provide written authorisation where children require medication to be administered by Educators/staff, including signing and dating it for inclusion in the child's medication records</li> </ul>