Early Learning Centre Acceptance and Refusal of Authorisations Policy

National Quality Standard Related Standards/Regulations

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Aim

Under the National Law and Regulations, early childhood services are required to obtain written authorisation from parents/guardians, and authorised nominees in some circumstances, to ensure that the health, safety, wellbeing and best interests of the child are met. This policy aims to make these requirements, and circumstances where authorisations may be refused, clear to all.

Explanation

We aim to ensure that all ELC 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.

Practice

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

- Administration of medication to children
- Administration of medical treatment, dental treatment, general first aid products and ambulance transportation
- Excursions including regular outings
- Taking of photographs by people who aren’t educators
- Enrolment of children including naming of authorised nominees and persons authorised to consent to medical treatment or trips outside the service premises
- Children leaving the premises in the care of someone other than a parent
The Nominated Supervisor and Responsible Persons will ensure that:

- An Acceptance and Refusal of Authorisation policy in place, and is adhered to and maintained by educators at all times.
- Parent/guardians are provided with a copy of relevant policies
- All staff follow the policies and procedures
- All parents/guardians have completed the authorised person's section of their child's enrolment form (refer to Enrolment and Orientation Policy), and that the form is signed and dated before the child is enrolled at the Service.
- Permission forms for excursions are provided to the parent/guardian or authorised person prior to the excursion (refer to Excursion Policy).
- Attendance records are maintained to account for all children attending the Centre.
- A written record of all visitors to the Service, including time of arrival and departure and reasons for visit is documented.
- Where a child requires medication, to be administered by educators/staff, that this is authorised in writing, signed and dated by the parent/guardian or authorised person (Refer to Medical Conditions and Medication Policy).
- 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 (refer to Medical Conditions and Medication Policy).
- Educators and staff allow a child to participate in excursion only with the written authorisation of a parent/guardian or authorised person.
- Educators/staff allow a child to depart 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 (Refer to Arrival and Departure of Children Policy and Child Safe Environment Policy).
- There are procedures in place if an inappropriate person attempts to collect the child from the Service (refer to Delivery and Collection of Children Policy).
- Ensure documentation relating to authorisations contains:
  1. The name of the child enrolled in the service
  2. Date
  3. Signature of the child’s parent/guardian or authorised person who is on the enrolment form.
- Keep all authorisations relating to children in their enrolment record.
- Exercise the right to refusal if written or verbal authorisations do not comply with National Regulations.
- Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. In accordance with National Regulations and Standard, the Service can administer medication without authorisation. In these cases, the ELC Clerical Assistant will contact the parent/guardian as soon as practicable after the medication has been administered.
- 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.

Educators will:

- Follow the policies and procedures of the Service
- Check that parents/guardians sign and date permission forms for excursions
- Check that parents/guardians or authorised persons sign their child in and out, using the Ipad system, on arrival and departure from the Centre.
- Administer medication only with the written authorisation of a parent/guardian or authorised person, except in the case of an asthma or anaphylaxis emergency
- Allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised person.
− 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.
− Follow procedures if an inappropriate person attempts to collect a child from the Service.
− Inform the Nomination Supervisor if a written authorisation does not meet the requirements outlined in Service’s policies.

Families will:

− Read and comply with the policies and procedures of the Service
− Complete and sign the authorised person section of their child’s enrolment form before their child commences at the Service
− Complete Permission to Collect forms to authorise persons other than the child’s parents/guardian to collect their child.
− Provide updated information in a timely manner following changes to parenting arrangements, custody or legal restrictions on parent contact.
− Sign and date permission forms for excursions
− Sign their child in and out, using the Ipad system, as their child arrives and departs from the Service
− Provide written authorisation where their child requires medication to be administered by educators/staff.

Refusals

Staff will refuse an authorisation if it unreasonably risks the child’s safety, is not in line with our policies or is fraudulent.

For example staff will refuse an authorisation in the following situations:

− the authorisation is not (or does not appear to be) made by an authorised person
− the authorisation does not comply with aspects of our policies and procedures eg medication is not in the original container, does not have the child’s name on it, has expired, has an illegible label or the authorised dosage does not match the doctors instructions
− an authorised nominee, or person authorised by a parent or authorised nominee, does not appear to be capable of safely collecting the child (Delivery and Collection of Children Policy)

If an authorisation is refused, ELC staff will document and place on the child’s enrolment record:

1. The details of the authorisation
2. Why the authorisation was refused
3. 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.