Hills Grammar

Acceptance and Refusal of Authorisation Policy

Policy Statement

The ECEC requires authorisation for actions such as collection of children, administration of medications, when children attend excursions and providing access to personal records. This policy outlines what constitutes correct authorisation and what does not and may therefore result in a refusal.

Rationale

Educators at the ECEC will act in accordance with correct authorisations as described in the Education and Care Services National Regulations protecting the health, safety and wellbeing of each child.

Authorisations must be obtained from a parent/guardian or authorised nominees in the following circumstances:

- Administering medication to children
- Children leaving the ECEC in the care of someone other than their parent or other than the child's in-case-of-emergency contact
- Children being taken on excursions
- Transport of children

On receipt of a written authorisation from a parent/guardian that does not meet the requirements outlined in the related ECEC policy, the Nominated Supervisor will:

- Immediately explain to the parent/guardian that their written authorisation does not meet legislative and policy guidelines.
- Refer to the policy, and if necessary, provide the parent/guardian with a copy of the policy and ensure that they understand the reasons for the refusal of the authorisation.
- Request that an appropriate alternative written authorisation is provided by the parent/guardian.
- In instances where the parent/guardian cannot be immediately contacted to provide an alternative written authorisation, follow related procedures pertaining to the authorisation type.
- Follow up with the parent/guardian, where required, to ensure that an appropriate written authorisation is obtained.

Strategies

The Nominated Supervisor will:

- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure authorisations are kept in the ECEC Student Information Form (enrolment form), including:
- An authorisation, signed by a parent or a person named in the Student Information Form (enrolment form) as authorised to consent to the medical treatment of the child, for the approved provider, a nominated supervisor, or an educator to seek:

- medical treatment for the child from a registered medical practitioner, hospital, or ambulance service
- transportation of the child by an ambulance service

- If relevant, an authorisation given for the ECEC to take the child on regular outings.

- Prior to a child commencing care at the ECEC, the Student Information Form (enrolment form) is checked to ensure that all required written authorisations are completed and signed by the nominated parent /guardian.
- Ensure all authorisations retained within the ECEC Student Information Form (enrolment form) include:
  - name of the child enrolled at ECEC
  - date
  - signature of the child's parent/guardian, or emergency contact person who is on the Student Information Form (enrolment form)
  - the original form/letter/register, if one was provided by the ECEC
- Apply these authorisations to the collection of children, medical treatment, administration of medication, excursions, transportation of children and transportation via ambulance.
- Ensure that medication is only administered if authorised or, in an emergency, authorisation is provided verbally by:
  - a parent or a person named in the enrolment record
  - a registered medical practitioner or an emergency service if the parent or person named in the enrolment record cannot be contacted
  - in the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation
- Keep authorisations in the child's Student Information Form (enrolment form) stored in the locked filing cabinet in the Nominated Supervisors office.
- Oversee that children only leave the ECEC premises with a parent, or authorised nominee named in the Student Information Form (enrolment form), or a person named in the enrolment form to collect the child.
- Oversee that all children have appropriate authorisation to leave the ECEC on an excursion or regular outing.
- Oversee that no child is transported by the ECEC without authorisation from a parent or other person named in the Student Information Form (enrolment form).
- Put systems in place that require authorisations for other legal requirements or quality practices, e.g. photos of children and privacy.
- Ensure that all parents/guardians have completed the parent permissions section of their child's Student Information Form (enrolment form) and that the form is signed and dated before the child is enrolled at ECEC.
- Exercise the right of refusal if written or verbal authorisations do not comply.
- Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The ECEC can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicably possible after the medication has been administered.
- Provide supervision, guidance and advice to ensure adherence to the policy at all times.
- Ensure authorisations are kept up-to-date.

Educators will:

- Apply authorisations recorded on each child's Student Information Form (enrolment form) for to the collection of children, medical treatment, administration of medication, excursions, access to records and transportation via ambulance.

- Oversee that children only leave the ECEC premises with a parent, or authorised nominee named in the Student Information Form (enrolment form), or a person named in the enrolment form to collect the child.
- Implement processes for circumstances where authorisations may be refused / not applicable.
- Exercise the right of refusal if written or verbal authorisations do not comply.
- Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The ECEC can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicably possible after the medication has been administered.
- Implement authorisation systems for other legal requirements or quality practices, e.g photos of children and privacy.

Families will:

- Complete the Student Information Form (enrolment form) before their child commences care at the ECEC ensuring that all details required on the form are completed, before submitting the form to the enrolments department.
- Ensure the Student Information Form (enrolment form) has details for at least one, preferably two emergency contacts recorded.
- Inform ECEC and update the Student Information Form (enrolment form) with any changes including but not limited to contact phone numbers or emergency contact details.
- Inform the ECEC of current contact numbers to ensure you are contactable at all times.
- Communicate to staff via email or in writing any individual requests or changes regarding authorisations.
- Update the nominated supervisor and educators in relation to any medical conditions, medical plans or ongoing medical requirements.
- Ensure that where children require medication to be administered by educators or other staff, that this is authorised in writing, signed and dated for inclusion in their child's medical record.

Statutory Legislation and Considerations

Education and Care Services National Law Act 2010

Education and Care Services National Regulations

Guide to the National Quality Standard ACECQA

Sources

Community Early Learning Australia www.cela.org.au

Australian Children's Education and Care Quality Authority (ACECQA) www.acecqa.gov.au

Australian Childcare Alliance www.childcarealliance.org.au

Review

This policy is reviewed by management, employees and families as required or when legislative requirements change. Families and staff are essential stakeholders in the policy review and will be given opportunity and encouragement to be actively involved.