

# Intereach Children's Services

## Acceptance and Refusal of Authorisations Procedure



<b>Applies to</b>	Intereach Family Day Care (FDC) and Intereach Out of School Hours (OOSH)				
<b>Policy</b>	NQS Two: Children's Health and Safety Policy				
<b>Version</b>	2.0	<b>Date approved</b>	03/03/2023	<b>Next review date</b>	03/03/2026

### 1. Objective

The Education and Care Services National 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.

The approved provider must ensure that authorisations are obtained from families or authorised nominees in relation to:

- administering medication to children (regulation 92,93);
- children leaving the premises in the care of the parent or the authorised nominee regulation 99);
- excursions, including transportation (regulation 102);
- transport provided or arranged by the service (regulation 102D); and,
- seeking medical treatment for children and transportation by an ambulance service (regulation 161);

### 2. Responsibilities

It is the responsibility of the Nominated Supervisors to:

- implement the Acceptance and refusal of authorisations procedures;
- ensure that the child's family completes and signs authorisations in the enrolment record and medication documents (if relevant) before the child commences at the service;
- ensure no child is transported by the service without an authorisation from their parent or other person named in the enrolment record;
- ensure that medication is only administered or self-administered if authorised or, in an emergency, in accordance with the Administration of Medication Procedure;
- ensure all children have appropriate authorisation to leave the service on an excursion or regular outing;
- implement and oversee authorisation systems for other legal requirements or quality practices, e.g. photos of children and privacy;
- ensure authorisations are kept up-to-date;
- implement processes for circumstances where authorisations may be refused/not applicable;
- ensure that children only leave the service premises, FDC residence or approved FDC venue with a parent, an authorised nominee named in the enrolment record, or a person named in the enrolment record to collect the child;
- ensure authorisation processes for media consent is followed where necessary; and,
- ensure authorisations are kept up to date.

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It is the responsibility of Educators and Staff to:

- be families with the *Acceptance and refusal of authorisation procedure* and ensure all authorisations are carried out in line with the *Acceptance and refusal of authorisations procedure*; and details contained within the enrolment;
- ensure no child is transported by the service without an authorisation from their parent or other person named in the enrolment record;
- ensure that medication is only administered or self-administered if authorised or, in an emergency, in accordance with the *Administration of Medication Procedure*;
- ensure all children have appropriate authorisation to leave the service on an excursion or regular outing;
- ensure children only leave the service with a parent, an authorised nominee named on the enrolment, or a person named in the enrolment to collect the child;
- implement authorisation processes for media consent and application of sunscreen/ insect repellent etc;
- ensure authorisations are kept up-to-date; and,
- implement processes for circumstances where authorisations may be refused;

It is the responsibility of Parents of children enrolled with Intereach Children's Services to:

- complete the enrolment form, nominating at least one authorised person and including all required details including name, address and contact details;
- complete and sign any medical documents required before the child commences education and care;
- complete and sign the authorisation for their child to attend excursions and/or to be transported by the service;
- ensure any changes to authorisations or contact details are kept up-to-date; and,
- be familiar with circumstances where authorisations may be refused/not applicable.

### **3. Procedure**

#### **3.1. Obtaining and keeping authorisations**

- The enrolment form will contain all details required for authorisations. The enrolment document will be reviewed annually, at any time legislation is changed and/ or when feedback is received from regulatory authorities.
- On receipt of enrolment forms the Nominated Supervisor, coordination unit and/or staff must check enrolment details to ensure the below is accurate and complete the check prior to a child commencing education and care.
  - enrolment authorisation must contain:
    - the name of the child enrolled in the service;
    - current date;
    - signature of the child's parent; and,
  - details including, name, address and contact number of those authorised to:
    - administer medication to children;
    - children leaving the premises in the care of the parent or the authorised nominee;
    - excursions, including transportation;
    - transport provided or arranged by the service; and,

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- seeking medical treatment for children and transportation by an ambulance service;
- All documents/ authorisations relating to excursions, transportation, medications, medical treatment and arrival and departure will be reviewed annually, at any time legislations changes or on feedback from regulatory authority.

### **3.2.Exception of authorisation**

In the case of an anaphylaxis or asthma emergency, medication can be administered without authorisation

Where this has occurred, the below process will be followed as soon as possible

- the educator records the administration of medication on the medication form and/or completes an incident report;
- that the parents are contacted as soon as practicable after the medication has been administered; and,
- the parents sign the authorisation when collecting the child.

### **3.3.Circumstances where authorisations may be refused or not applicable**

- Where the service is requested to administer medication that is not in its original container or outside of directions from the doctors, pharmacy or over the shelf counter medication instructions
- When leaving the service, the parent, authorised nominee or person listed to collect does not appear to be fit to take the child.
- Families will be informed about circumstances where authorisations may be refused on enrolment and regularly through newsletter communication, discussions and policy review
- When an authorisation is refused the staff or educator will document this on the incident, illness, accident and trauma report including the details of the authorisation, reason for refusal and the action taken by the service to address the situation.

### **3.4.Implementing authorisations**

- Staff and educators will be provided with information/ training regarding accessing information on authorisations.
- Staff and educators will check authorisations regularly, staff and educators will ensure that if they are uncertain about an authorisation that they will check the enrolment before processing with the authorisation consent.
- Educators will be aware of circumstances where authorisations may be refused and will be provided with guidance on how to communicate this with families.
- In the event that educators or staff feel that the safety of children, staff is compromised they will implement the authorisation and contact emergency services.

### **3.5.Monitoring, evaluation and review**

This procedure will be reviewed every three years and incorporate feedback and suggestions from children, families, educators, co-ordinators, volunteers, and students.

## **4. National Quality Framework**

Element	Concept	Description
2.2	Safety	Each child is protected

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Element	Concept	Description
2.2.2.	Safety – incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised 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.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

5. Context	
<b>5.1. Standards or other external requirements</b>	<p>Australian Children's Education and Care Quality Authority (2017). <i>National Quality Standards</i></p> <p>Australian Children's Education and Care Quality Authority (2017). <i>Guide to the National Quality Framework</i></p> <p>Department of Education, Employment and Workplace Relations. <i>Childcare Service Handbook 2018-2019</i></p> <p>Early Childhood Australia (2016). <i>Code of Ethics</i></p> <p><i>Child Safe Standards NSW and VIC</i></p>
<b>5.2. Legislation or other requirements</b>	<p>Education and Care Services National Regulations consolidated 2017</p> <p>Education and Care Services National Law Act 2010</p>
<b>5.3. Internal Documentation</b>	<p>Administration of Medication Procedure</p> <p>Enrolment and Orientation Procedure</p> <p>Transport Procedure</p> <p>Incident, injury, trauma and illness procedure</p> <p>ASCIA Action Plan for Anaphylaxis</p> <p>Enrolment Update Form</p> <p>Medical Management Plan</p> <p>Medical Condition Risk Minimisation Plan</p> <p>Medication Administration Form</p> <p>Authorisation for transport and regular outings</p> <p>Excursion and transportation form</p> <p>Arrival and Departure for School Aged Children (FDC)</p> <p>Higher risk experience Permission form (FDC)</p>

6. Document control			
Version	Date approved	Approved by	Next review date

*Intereach Children's Services Acceptance and Refusal of Authorisations Procedure*

1.0	13/12/2019	R. Phillips - Acting Senior Manager, Children and Family Services	13/12/2022
1.1	25/03/2021	T. Mercer – Program Manager, Quality (minor change)	12/12/2022
2.0	03/03/2023	M. Piffero - General Manager, Operations	03/03/2026