

Intereach Out of School Hours Acceptance and Refusal of Authorisations Procedure



Applies to	Intereach Out of School Hours (OOSH)				
Policy	NQS Two: Children's Health and Safety Policy				
Version	1.1	Date approved	4/9/2025	Next review date	9/7/2027

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. Intereach ensure implementation of stringent process in managing authorisations that are sensitive in nature for those who uses OOSH services.

The Education and Care Services National Regulations requires the approved provider to ensure authorisations are obtained from families/guardians or authorised nominees in relation to:

- administering medication to children (regulation 92,93);
- children leaving the premises in the care of the parent/guardian 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 procedure;
- ensure that an enrolment record is kept for each child that includes authorisations signed by a parent or a person authorised to consent to the medical treatment of the child if relevant, in relation to:
 - seeking medical treatment from a registered medical practitioner, hospital or ambulance service
 - transportation by an ambulance service
 - regular outings and transportation (regulations 160, 161)
- ensure that the child's family completes and signs authorisations in the enrolment record and medication documents (if relevant) before the child commences with OOSH service;
- ensure no child is transported by the service without a current authorisation from their parent/guardian or other person named in the enrolment record; (*Refer to Enrolment and Orientation Procedure and Excursion and regular outing procedure*);
- ensure authorisation for regular outings is obtained annually;
- 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 current authorisation to leave the service on an excursion or regular outing;
- implement and oversee authorisation processes for other legal requirements or quality practices, e.g. media consents for taking photos of children and privacy of families and children;
- ensure authorisations are kept up to date;
- implement processes for circumstances where authorisations may be refused/not applicable;

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- ensure that children leave the service premises, only with a parent/guardian, an authorised nominee named in the enrolment record, or a person named in the enrolment record to collect the child; and,
- ensure families are informed of circumstances where authorisations may be refused during enrolment, through policy and procedure and through newsletters, and other communication approaches such as at policy review.

It is the responsibility of staff to:

- be families with the *Acceptance and refusal of authorisation procedure* and ensure all authorisations are obtained in line with this procedure and detail contained within the enrolment;
- ensure no child is transported by the service without an authorisation from their parent/guardian or other person named in the enrolment record unless transport is via ambulance in a medical emergency.
- administer medication or self-administered only if authorised or in an emergency follow the processes outlined within *Administration of Medication Procedure*; In the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation as per regulation 94)
- verify all children have appropriate authorisation to leave the service prior to an excursion or regular outing including going to school grounds;
- ensure children only leave the service with a parent/guardian, an authorised nominee named on the enrolment, or a person named in the enrolment to collect the child;
- Ensure that collection of children by people other than parents only occurs if
 - written authorisation has been provided of a parent or authorised nominee with photographic identification; and/or,
 - child is given into care of a person or taken outside the premises for urgent medical treatment or because of another emergency.

Refer to the *Delivery and Collection of Procedure* if persons not listed in the enrolment has to pick up a child from the services in an emergency situation.

- implement authorisation processes for media consent and application of sunscreen/ insect repellent etc;
- check regularly to verify if 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 OOSH Services to:

- complete the enrolment form, nominating at least one authorised person and providing all required details including name, address and contact details;
- complete and sign any medical documents required before the child commences education and care and ensure these are kept up to date;
 - in addition, complete and sign the authorisation for their child to attend excursions and/or to be transported by the service in an emergency for medical treatment for the child from a registered medical practitioner, to hospital or to transport via an ambulance; (Refer to Enrolment and Orientation Procedure)
- ensure any changes to authorisations or contact details are informed to OOSH immediately to keep the authorisations up to date; and,
- be familiar with circumstances where authorisations may be refused/not applicable.

3. Procedure

OOSH ensures that written authorisations from parents/guardians or authorised nominees are obtained to make certain that the health, safety, wellbeing and best interests of all children are not compromised.

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 and/or staff must check enrolment details to ensure the below is accurate 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/guardian; and,
 - details including, name, address and contact number of those authorised to provide consent to:
 - administer medication to children;
 - collect and deliver children leaving the OOSH premises;
 - excursions, including transportation;
 - transport provided or arranged by the service; and,
 - 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, with emergency services guidelines without authorisation.

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

- call the emergency services by dialling 000 and follow the guidance provided by them for performing first aid.
- the staff records the administration of medication on the medication form and/or completes an incident report (Refer to *Incident, Injury, Trauma and Illness procedure*)
- 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

Authorisations may be refused or not applicable:

- where the service is requested to administer medication that is not in its original container or packaging, is not prescribed for the named child, is outside directions from the doctor, pharmacy or over the shelf counter medication instructions, and/or has expired.

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- when leaving the service, the parent, authorised nominee or person listed to collect does not appear to be fit or capable of safely collecting the child.

When an authorisation is refused the staff 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 will be provided with information/ training regarding accessing information on authorisations.
- Staff will check authorisations regularly to verify if the authorisations are up to date, if uncertain of any authorisations, staff will check the enrolment before proceeding with the action or consult the Nominated Supervisor for advice.
- Staff 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 staff feel that the safety of children or of the staff is compromised they will implement the authorisation and contact emergency services immediately.

4. Monitoring, evaluation and review

This procedure will be reviewed every three years and incorporate feedback and suggestions from children, families, staff, volunteers, and students.

5. National Quality Framework

Element	Concept	Description
2.2	Safety	Each child is protected
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 Safety and Protection	Management, educators and staff are aware of their roles and responsibilities regarding child safety, including the need 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 that is child safe
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

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

7. Document control			
Version	Date approved	Approved by	Next review date
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
1.0	09/07/2024	The Children's Services procedure separated to be a standalone procedure for OOSH and approved by: J Farrow - Manager Education and Care	09/07/2027
1.1	04/09/2025	Minor updates made to meet the requirement with OOSH compliance notice and approved by: J Farrow – Manager, Education and Care	09/7/2027