

Nunawading Christian College

ELC & OSHC



Acceptance and Refusal Authorisation Policy

Document Control

Revision Number	Implementation Date	Review Date	Prepared By	Approved By
6	January 2022	January 2023	Katherine Darroch	Leanne Munchan



Under the Education and Care Services 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 and upheld. All authorisation and refusals are to be kept in the child’s enrolment record.

National Quality Standard (NQS)

Quality Area 2: Children’s Health and Safety		
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced 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

Education and Care Services National Regulations

Children (Education and Care Services) National Law NSW	
92	Medication Record
93	Administration of Medication
94	Exception to authorisation requirement- anaphylaxis or asthma emergency
99	Children leaving the education and care service
102	Authorisation for excursions
102D	Authorisation for service to transport children
157	Access for parents
160	Child enrolment records to be kept by approved provider
161	Authorisation to be kept in enrolment record
168	Education and care services must have policies and procedures
170	Policies and procedures must be followed
171	Policies and procedures to be kept available
172	Notification of change to policies and procedures

Related Policies

Administration of Medication Policy
 Arrival and Departure Policy
 Child Safe Environment Policy
 Enrolment Policy
 Emergency and Evacuation Policy

Excursion/Incursion Policy
 Governance Policy
 Incident, Injury, Trauma and Illness Policy
 Sun safety Policy
 Water Safety Policy

Purpose

Our priority is ensuring the health, safety and wellbeing of children. We aim to ensure that all educators, staff and volunteers are consistent in how authorisations are managed and what does or does not constitute a correct authorisation, which consequently may lead to a refusal. Our governance and quality management processes are effective and transparent and meet all regulatory requirements. Decisions around refusing an authorisation will be made on a case-by-case basis by the service in discussion with the Nominated Supervisor, Police or other authorities.

Scope

This policy applies to children, families, staff, management and visitors of the Service.

Implementation



Our Service will ensure we comply with the current Education and Care Services National Regulations, and have policies and procedures in place in relation to the acceptance and refusal of authorisations which require parent or guardian authorisation to be provided in matters, which include:

- Administration of medication to children.
- Administration of medical treatment, dental treatment, and general first aid treatment.
- Emergency Ambulance transportation.
- Transportation- including regular outings and regular transportation
- Excursions including regular outings.
- Incursions.
- Taking photographs by people who aren't educators.
- Water based activities.
- 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 or guardian.

Management will ensure that:

- The acceptance and refusal authorisation policy is reviewed and maintained by Service management and adhered to at all times by educators and staff.
- Policies and procedures are readily accessible to families, nominated supervisors, coordinators, educators and staff and available for inspection
- An enrolment record is kept for each child that includes authorisations signed by a parent/guardian or a person authorised
 - to consent to medical treatment of the child if relevant
 - to authorise the education and care service to transport the child or arrange transportation for the child
- All staff follow the policies and procedures of our Service.
- All parents/guardians are provided with a copy of relevant policies for our Service or are aware of how they can be accessed.
- 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 commences attending 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 Service.
- 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 is authorised in writing, signed and dated by the parent/guardian or authorised person and included with the child's record (*Refer to Administration of 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 Administration of Medication Policy, Incident, Injury, Trauma and Illness Policy, Emergency and Evacuation Policy*).
- Educators and staff only allow a child to participate in regular outings and regular transportation with the written authorisation of a parent/guardian or authorised nominee name in the child's enrolment record
- 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 Arrival and Departure of Children Policy*).
- Notify families at least 14 days before changing the policy or procedures (Reg. 172).

A Nominated Supervisor/ Responsible Person will:

- Follow the policies and procedures of the Service
- 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 and nominated contact 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. If an authorisation is refused by the Service, it is best practice to document:
 - The details of the authorisation
 - Why the authorisation was refused, and
 - 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)
- 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, Management will be required to contact the parent/guardian as soon as practicable after the medication has been administered.
- 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, Injury, Trauma and Illness Policy, Emergency and Evacuation Policy, Medical Conditions Policy*).
- Ensure a child only departs from the Service:
 - With a person who is the parent/guardian or authorised nominee named in the child's enrolment record; or
 - With a person authorised by a parent or authorised nominee; or
 - In accordance with the written authorisation of the parent; or authorised nominee; or
 - Is taken on an excursion; or
 - In the case of a medical emergency or another emergency (*Refer to Arrival and Departure Policy and Emergency Evacuation Policy*).
- Ensure that written authorisation is provided by the parent/guardian or other person named in the child's enrolment record for a regular outing or regular transportation
- 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
- Inform the Approved Provider when a written authorisation does not meet the requirements outlined in the Service's policies.

Educators will:

- Follow the policies and procedures of the Service
- Ensure that written authorisation is provided by the parent/guardian or other person named in the child's enrolment record for a regular outing or regular transportation.
- Ensure that parents/guardians or authorised persons sign the attendance record by signing in on Xplor as their child arrives and departs from the Service
- Ensure that parents/guardians sign and date permission forms for excursions prior to the excursion being implemented
- Allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised person



- Administer medication only with the written authorisation of a parent/guardian or authorised person, except in the case of an emergency, including an asthma, anaphylaxis, epilepsy or diabetes emergency
- 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 (for example, an intoxicated person).
- Inform the Approved Provider when 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
- Ensure that changes to the nominated authorised persons are provided to the Service in a timely manner
- Advise nominated authorised persons that they will require photo identification (such as a driver's licence) in order to collect their child from the service
- Sign and date permission forms for regular transportation and regular outings.
- Sign and date permission forms for excursions
- Sign the attendance record by signing in on Xplor as their child arrives and departs from the Service
- Provide written authorisation where a child requires medication to be administered by educators/staff, including signing and dating it for inclusion in the child's medication records.
- Be familiar with circumstances where authorisations may be refused/not applicable.

Authorisation Requirements



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

<p>Administration of medication:</p>	<ul style="list-style-type: none"> • 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 reason for the medication • The time and date the medication is to be administered • The dosage of the medication to be administered • The period of authorisation (actual days and dates: from and to) • The date the authorisation is signed • Whether the medication is to be self-administered, such as Ventolin or Insulin • Medication in its original container and bearing the correct child's name. • Medication is not past its expiry or use-by date • Medication is administered in accordance with any instructions attached to the medication or provided by a registered medical practitioner • A second person checks the signed Authority to Administer Medication record, checks the dosage of the medication, and witnesses 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.
<p>Medical treatment of the child including transportation by an ambulance service</p> <p>(included and authorised initially as part of the child's enrolment record):</p>	<ul style="list-style-type: none"> • 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 • 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
<p>Emergency Medical Treatment</p> <p>(included and authorised initially as part of the child's enrolment record or as updates during enrolment):</p>	<ul style="list-style-type: none"> • The Service is able to seek emergency medical assistance for a child as required (i.e. medical practitioner, ambulance or hospital) without seeking further authorisation from a parent or guardian in the case of an emergency, including for those emergencies relating to asthma and anaphylaxis.

<p>Transportation</p> <p>(other than as part of an excursion)</p>	<p>If the transportation is 'regular transportation' the authorisation is only required to be obtained once in a 12-month period</p> <ul style="list-style-type: none"> • Name of the child • The reason the child is to be transported • If the authorisation is for regular transportation, a description of when the child is to be transported and the date the child is to be transported • A description of the proposed pick-up location and destination • The means of transport • The period of time during which the child is to be transported • The anticipated number of children likely to be transported • The anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation • Any requirements for seat belts or safety restraints under a law of each jurisdiction in which the children are being transported • That a risk assessment has been prepared and is available at the education and care service • That written policies and procedures for transporting children are available at the education and care service
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<p>Excursions</p>	<ul style="list-style-type: none"> • Name of the child • Date of the excursion (unless for a regular outing) • Reason for the excursion • Proposed destination for the excursion • Method of transport to be used • Route to be taken to and from the excursion • Period of time away from premise- include time leaving premise and time returning to premise • Proposed activities to be undertaken by the child during the excursion • Anticipated number of children likely to be attending the excursion • Ratio of Educators attending the excursion to the number of children attending the excursion • Number of staff members and any other adults who will accompany and supervise the children on the excursion (including parents, students, volunteers) • Statement that a risk assessment has been prepared and is available at the service • Name of the parent or guardian-providing authorisation • Relationship to the child • Signature of the person providing authorisation and date of authorisation • Details of any water hazards and risks associated with water-based activities (to be included in risk assessment). • Items that should be taken on the excursion
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<p>Collection of children</p> <p>(included and authorised initially as part of the child's enrolment record or as updated during enrolment):</p>	<ul style="list-style-type: none"> • 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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<p>Excursions</p>	<p>The authorisation must state:</p> <ul style="list-style-type: none"> • 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 and from the excursion • 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 • Statement that a risk assessment has been prepared and is available at the service • Statement 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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<p>Regular outing</p>	<p>A regular outing means a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program and where the circumstances relevant to the risk assessment are the same on each outing. Written authorisation only needs to be given once in a specified 12-month period for a regular outing. (Reg. 102(5)). If the conditions of the regular outing change, a new authorisation is required. The written authorisation must include:</p> <ul style="list-style-type: none"> • Name of the child • a description of when the child is to be taken on the regular outings • a description of the proposed destination • method of transportation (including walking) • proposed activities to be undertaken • anticipated ratio of educators to the anticipated number of children • that a risk assessment has been prepared and is available at the service
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<p>Confirmation of Authorisation</p>	<ul style="list-style-type: none"> • 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 • All authorisation forms received (including the initial enrolment form) are to be checked for completion. • All authorisations (excluding the initial enrolment form) are checked to ensure 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 • Children will be suspended from any activity requiring authorisation until the appropriate form has been correctly completed and signed
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Source



- Australian Children's Education & Care Quality Authority (2014).
- ACECQA. (2021). Policy and procedure guidelines. Acceptance and refusal of authorisations.
- Cancer Council. Preventing cancer: Sun protections:
<https://www.cancer.org.au/preventing-cancer/sun-protection/>
- ECA Code of Ethics (2016).
- Education and Care Services National Law Act 2010. (Amended 2018).
- [Education and Care Services National Regulations](#). (2011).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations (2017).
- Guide to the National Quality Standard (2017).
- Revised National Quality Standard (2018)

Review

Policy Reviewed	Modifications	Next Review Date
January 2019	<ul style="list-style-type: none"> • Related policies added as per those referenced in the document • Rearranged order of points for better flow • Additional information added to points • Points added to families' responsibilities • Points added to authorisation requirements for administration of medication, corresponding to updated medication form • Sources/references corrected, updated and alphabetised 	January 2020
January 2018	<ul style="list-style-type: none"> • Minor changes made to comply with changes to the Education and Care National Regulations. • Added related policy section 	January 2019
October 2017	<ul style="list-style-type: none"> • Updated the National Quality Standard references to comply with revised standard 	January 2018
January 2018	<ul style="list-style-type: none"> • Minor terminology changes made 	January 2019
January 2020	<ul style="list-style-type: none"> • Small edits to wording as indicated • removal of 'excluding Paracetamol' from administration of medication • Permission for sunscreen and insect repellent guidance added • sources checked for currency 	January 2021
March 2021	<ul style="list-style-type: none"> • Additional information added for Safe Transportation of children • Written authorisation requirements for regular outings and regular transportation- new section added • Sources checked for currency 	January 2022
January 2022	<ul style="list-style-type: none"> • Additional law/regulations added- ACECQA Guidelines to Policy and Procedures document-(June 2021) • Regular outing authorisation information added 	January 2023