



ACCEPTANCE AND REFUSAL OF AUTHORISATION POLICY

INTRODUCTION

Our education and care service has a responsibility to protect the health, safety and wellbeing of each child at all times. Educators requires authorisation for actions such as administration of medications, collection of children, excursions and providing access to personal records. This policy outlines what constitutes a correct authorisation and what does not, and may therefore result in a refusal.

Goals – What are we going to do?

We will ensure that we only act in accordance with correct authorisation as described in the *Education and Care Services National Regulations, 2021* and that we have comprehensive processes in place for managing authorisations that are sensitive to the needs of children and their families.

Authorisations-

The following authorisations are included in the Enrolment Form (regulation 161):

- An authorisation, signed by a parent or a person named in the enrolment record 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; and (regulation 160 (3) (iv), 161 (1) (i))
 - transportation of the child by an ambulance service (regulation 161 (1) (ii))
 - Authorisation given under regulation 102 for the service to take the child on regular outings
 - Authorisation to authorise an educator to take the child outside the education and care service premises; and (regulation 160 (3) (v))
 - Authorisation to authorise the education and care service to transport the child or arrange transportation of the child (regulation 160 (3) (vi))
- Fee payment
- Working Parent enrolment status
- Adherence to our policies, procedure and philosophy.
- Excursions. (regulation 102)
- Permission for photos

Additional authorisations include:

- Medication Record (regulation 92)
- children leaving the premises in the care of someone other than their parent (regulation 99) other than the case of emergency
- transport of children (regulation 102D)

Strategies – How will it be done?

Refusing a Written Authorisation

On receipt of a written authorisation from a parent/guardian that does not meet the requirements outlined in the related service policy, the Approved Provider or delegated authority will:



- Immediately explain to the parent/guardian that their written authorisation does not meet legislative and policy guidelines.
- Provide the parent/guardian with a copy of the relevant service 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 policy procedures pertaining to the authorisation type.
- Follow up with the parent/guardian, where required, to ensure that an appropriate written authorisation is obtained.

Roles and Responsibilities

| Role | Authority/Responsibility For |
|----------------------|---|
| Approved Provider | Ensure the service operates in line with the Education and Care Services National Law and National Regulations. |
| Nominated Supervisor | <ul style="list-style-type: none">• Provide supervision, guidance and advice to ensure adherence to the policy at all times.• Ensure all authorisations will be retained within the Enrolment Record, original copy and will include:<ul style="list-style-type: none">- the name of the child enrolled in the service- the date- the signature of the child's parent/guardian or nominated contact person who is on the enrolment form- the original form/letter/register provided by the service.• Apply these authorisations to the collection of children, medical treatment of or administration of medication, excursion, transportation of children, and transportation via ambulance.• Ensure authorisations are stored with each individual child's enrolment record.• Ensure that all parents/guardians have completed the authorised nominee section of their child's enrolment form and that the form is signed and dated before the child is enrolled at the service. |



| | |
|-----------|---|
| Educators | <ul style="list-style-type: none">• Apply these authorisations to the collection of children, administration of medication, excursion, and transportation of children.• 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 service can administer medication without authorisation in these cases, provided it is noted on medical plans and that parents/guardians are contacted as soon as practicable after the medication has been administered. |
| Families | <ul style="list-style-type: none">• Ensure that you complete and sign the authorised nominee section of your child's enrolment form before your child attends the service.• Keep child enrolment details forms current stating who the authorised nominees are.• Inform service of current contact numbers to ensure you are contactable at all times.• Communicate to Responsible Person and staff any individual requests regarding authorisations.• Update Educators in relation to any medical conditions, medical plans or ongoing medication requirements. This includes the names of medications, dosage, signs, and symptoms and contact information for any relevant health professionals.• Ensure that where children require medication to be administered by educators or other staff, you authorise this in writing, sign and date it for inclusion in your child's medical record. |

EVALUATION:

Correct authorisation is obtained, referred to and applied appropriately ensuring reduction in possible risk. In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.



Saints Academy
FOR THE WHOLE OF LIFE

SPCC Saints Academy

ACN 002 919 584

(Administered by St. Philip's Christian Education Foundation Ltd.)

SOURCES:

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National Regulations 2021

CELA Sample policy

[Acceptance and refusal of authorisations policy \(education.vic.gov.au\)](http://education.vic.gov.au)

This policy links to the following;

National Quality Standards: 7.3.1, QA2

Education and Care Service National Regulations 2018: 99, 102, 160, 161, 168

See Appendix 1-National Law (section) and National Regulations (regulation)