

## 7.14 ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

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### INTRODUCTION

Authorisation must be obtained from parent/guardians or authorised nominees in the following circumstances:

- administering medication to children (Education and Care Services Nation Regulation 92)
- children leaving the premises in the care of someone other than their parent (Education and Care Services Nation Regulation 99) other than the case of emergency
- children being taken on excursions (Education and Care Services Nation Regulation 102)
- transport of children (Education and Care Services Nation Regulation 102D)

### PURPOSE

- Our service has a responsibility to protect the health, safety and wellbeing of each child at all times.
- Educators require authorisation for actions such as administration of medications, collection of children, excursions, transportation of children 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.

### STRATEGIES

#### **Refusing a Written Authorisation**

A receipt of a written authorisation from a parent/guardian that does not meet the requirements outlined in the related service policy (Medication Policy, Excursion Policy etc), 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

### Approved Provider

- Ensure Lindfield Montessori Preschool operates in line with the Education and Care Services National Law and National Regulations 2011.

### Nominated Supervisor

- Provide supervision, guidance and advice to ensure adherence to the policy at all times
- Ensure all authorisations (original copy) will be retained within the child's enrolment file, and include:
  - The name of the child enrolled
  - The date
  - The signature of the child's parent/guardian or nominated person who is on the enrolment form
  - The original form/letter/register provided by Lindfield Montessori Preschool
- Apply these authorisations to the collection of children, medical treatment or administration of medication, excursion, transportation of children, access to records 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 confidential information form and that the form is signed and dated before the child is enrolled at the service.

### Early Childhood Educators

- Apply these authorisations to the collection of children, administration of medication, excursion, transportation of children, and access to records.
- 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

- Ensure that you complete and sign the authorised nominee section of your child's Confidential Information form before your child attends the service.
- Keep child Confidential Information forms stating who the authorised nominees are.
- Inform Lindfield Montessori Preschool 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.

### MONITORING, EVALUATION AND REVIEW

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 18 months.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with Regulation 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.

<b>Relevant Legislation</b>	Education and Care Services National Regulations 2011. Reg. 99, 102, 102(D), 160, 161, 168(2)(m) Children (Education and Care Services National Law Application) Act 2010 Section 167 Family Law Act 1975 (Cth) as amended 2011 Children and Young Persons (Care and Protection Act) 1988 Education and Care Services National Amendment Regulations 2020
<b>Related to NQS QA</b>	Quality Area 2 – Children's Health and Safety
<b>Related Policies</b>	Arrival and Departure First Aid Excursion Procedure Medical Conditions
<b>Sources &amp; Further Reading</b>	Policy written by Community Early Learning Australia Australian and Children's Education and Care Quality Authority (ACECQA) acecqa.gov.au

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
June 2021	Checked regulations, updated copy	2023