

Document Name	Document Version Number	Review Date
Refusal of Authorisation for a Child to Leave the Service Policy	1.0.1	September 2019
Date Adopted	Minute Number	Status
20 September 2017	4819	Re Adopted, No Alterations

### Purpose

Greater Hume Children Services requires authorisation for actions such as administration of medications, collection of children, excursions and providing access to personal records. This policy outlines what is required for authorisations and in what cases authorisation may be refused.

### Scope

All Greater Hume Children Services staff and management, all Educators, Relief Educators and Volunteers.

### Definitions

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

Nominated Supervisor: is the responsible person of the service under the Education and Care Services National Regulations 2011. The Service Manager has agreed to the position of responsible person and Nominated Supervisor of the service.

### Policy Content

All Greater Hume Children Service Nominated Supervisors will ensure that they only act in accordance with correct authorisation as described in the Education and Care Services National Regulations 2011. Greater Hume Children Services respect the rights of parents/guardians to make decisions regarding excursions and religious and cultural events.

The service will:

- i. ensure documentation relating to authorisations contains:
  - the name of the child enrolled in the service
  - date of affect
  - signature of the child's parent/guardian or nominated contact person who is on the enrolment form
  - is completed on the appropriate form/letter/register provided by the service.
- ii. apply these authorisations to the collection of children, administering medication and access to records.
- iii. ensure that authorisations are stored in accordance with the Governance and Management of the Service, Including Confidentiality of Records Policy.
- iv. exercise the right of refusal if written or verbal authorisations do not comply with this policy.
- v. waive compliance with this policy where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma or other emergency conditions. The service or Educator may administer medication without authorisation in these cases, provided it is noted on medical plans and that parents/guardians be contacted as soon as possible after the medication / treatment has been administered.

### Links to Policy

Greater Hume Shire Child Protection Policy and Procedure  
Greater Hume Shire Council Model Code of Conduct  
Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students  
Incident Injury Trauma and Illness  
Emergency and Evacuations  
Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid  
Assessment Approval and Reassessment of Approved Family Day Care Residences and Family Day Care Venues  
Engagement and Registration of Family Day Care Educators  
Monitoring Support and supervision of Family Day Care Educators  
Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises  
Visitors to the Family Day Care Residence and Venues  
Provision of Information assistance and Training to Family Day Care Educators

### Links to Procedure

Enrolment and Orientation Office Procedure  
Excursions Procedure

### Links to Forms

Nil

### References

Australian Children's Education and Care Quality Authority (ACECQA)  
Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2016  
Guide to the National Quality Standard 2011 2.1

### Responsibility

Service Manager

### Document Author

Service Manager

### Relevant Legislation

Education and Care Services National Regulation 2016  
Education and Care Services National Law Act 2010

### Associated Records

Nil