

Document Name	Document Version Number	Review Date
Acceptance and Refusal of Authorisations Policy	1.0.0	March 2021
Date Adopted	Minute Number	Status
25 September 2019	5403	New Policy

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 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.

Scope

Approved Provider, Nominated Supervisor, educators, casual staff and families. **Definitions**
Authorisation must be obtained from parent/guardians or authorised nominees in the following circumstances:

- administering medication to children (regulation 92)
- children leaving the premises in the care of someone other than their parent (regulation 99) other than the case of emergency
- children being taken on excursions (regulation 102)

Policy Content

Ensure the service 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 will be retained within the Enrolment Record, original copy and will include:

- 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, administration of medication, excursion, 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 enrolment form and that the form is signed and dated before the child is enrolled at the service.

Links to Policy

Health and Safety
Providing a child Safe Environment
Privacy and confidentiality
Child Protection
Delivery and Collection of Children

Links to Procedure

Acceptance and Refusal of Authorisations

Links to Forms

Registration Form

References

Australian Children's Education and Care Quality Authority (ACECQA) – www.acecqa.gov.au

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

Education and Care Services National Law Act 2010: Section 167

Education and Care Services National Regulations: Regulations 99, 102, 160, 161, 168(2)(m)

Family Law Act 1975 (Cth), as amended 2011

Children and Young Persons (Care and Protection) Act 1998

Associated Records

Nil