

Acceptance and Refusal of Authorisation

NQS 2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury

NQS 7.1 Governance supports the operation of a quality service.

NQS 7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service.

Introduction

Glenaeon Preschool is required to obtain appropriate authorisation from parents or guardians in relation to certain matters. Matters requiring authorisation cannot be enacted unless an authorisation form has been completed correctly and appropriately signed.

The purpose of the policy for acceptance and refusal of authorisations is to ensure that all educators and staff of our service are consistent in how authorisations are managed. The Education and Care Services National Regulations require parent or guardian authorisation to be provided in matters relating to administration of medication, medical treatment of the child including transportation by an ambulance service, collection of children from the service and excursions (including regular outings). Other authorisations also sought include permission to share contact details, application of sunscreen, and consent for photography and video to be taken.

Other situations may arise at the service, which are contextual, and may necessitate seeking an additional authorisation/s. If unsure that an authorisation is required, staff are encouraged to seek the authorisation/s.

Generally, the authorisations outlined below will be accepted by the service. However, in exceptional circumstances there may be times where the service refuses an authorisation. Decisions around refusing an authorisation will be made on a case by case basis by the service.

Aim

To ensure that we only act in accordance with correct authorisation as described in the *Education and Care Services National Regulations, 2011* and the Education and Care Services National Law.

Procedure

The Nominated Supervisor will:

1. Ensure documentation relating to authorisations contains:

- the name of the child enrolled in the service;
- date;
- signature of the child's parent/guardian, or authorised nominee who is on the enrolment form;
- the original form/letter/register provided by the service.

2. Apply these authorisations to:

- the collection of children;
- who to contact in the case of an emergency, medical condition or event involving a child;
- medical treatment of a child (First Aid will initially be provided to all children by a first aid officer prior to any medical treatment by a trained medical practitioner).
- administration of medication;
- excursions;
- access to records.
- application of sunscreen
- consent for photography and video
- the sharing of personal contact details with other families enrolled at the service. (These are not required authorisations under the legislation, however we do seek these from parents and may be worth adding them?)
- Consent to use and disclosure of child's personal information

3. Keep these authorisations in the enrolment record.

4. Exercise the right of refusal if written or verbal authorisations do not comply with the Education and Care Services National Regulations, 2015.

5. 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 they contact the parent/guardian as soon as practicable after the medication has been administered.

6. Waive compliance where a child requires emergency medical treatment and must be transported to a medical facility by an ambulance.

Verification of Authorisation

All authorisation forms received (other than the initial enrolment form) from parents or guardians are to be checked for completion and are to be verified 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.

No action with regard to the specific activity requiring authorisation should occur unless the authorisation form has been completed correctly and appropriately signed.

Supporting Documents

- Enrolment Form
- Parent Handbook
- Excursion Consent
- Medical and Emergency Authorisations
- Medication Form

- Medical Management Plan
- Asthma Management Plan
- Anaphylaxis Management Plan
- Incident, Injury, Trauma and Illness Record
- Sunscreen Application Request
- Permission to share contact details
- Photography and Video consent

Statutory Legislation & Considerations

- National Law & National Regulations
- Privacy and Personal Information Protection Act 1998 (NSW)

Sources

- National Law & National Regulations
- National Quality Standard
- NSW Dept of Education

Evaluation

Correct authorisation is obtained, referred to and applied appropriately ensuring reduction in possible risk.

Review

Date Reviewed	Modifications	Next Policy Review Due
Nov 2014 Jan 2016 May 2017		
Aug 2017	<ul style="list-style-type: none"> • Updated the references to comply with the revised National Quality Standard. • Further explanation in the Introduction to clarify the purpose of the policy • Add additional documents authorisations are sought for • Add Verification of Authorisations and Supporting Documents 	Aug 2018
Oct 2018	<ul style="list-style-type: none"> • Include waiving the authorization if a child must be transported to a hospital via an ambulance for a medical emergency. 	Oct 2019
April 2019	<ul style="list-style-type: none"> • Minor formatting 	April 2020