

# AUTHORISATIONS - ACCEPTANCE AND REFUSAL POLICY

**Quality Areas:** NQS 2 - Children's Health and Safety

**Policy Owner:** Compliance

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Why this is important

## 1.0 Introduction and Purpose

At times we will make specific decisions that impact the care of children. This may include taking them on excursions, administering medications or allowing them to leave the centre with a particular person. Many of these decisions require approval from families prior to occurring. Specific authorisations are set out in the Law and others may be related to policy decisions.

This policy sets out the requirements to gain authorisations and specific situations where authorisations are required and how these are managed.

## 2.0 Who does this policy apply to:

All Team Members, and Board members

## 3.0 What is our Policy:

This policy will outline what a required authorisation is and how these will be sought.

For authorisations to be valid it must be:

- Documented, which includes the child's name.
- Communicated, in writing.
- Signed by a parent, guardian, or authorised nominee (**'Approved Person'**).

Authorisations are sought for the following requirements:

### 3.1 Collection of children

Children listed on the enrolment form must only be collected by:

- parents who are sharing joint parenting arrangements and/or
- approved persons nominated on the child's enrolment form.

Where a family requests an alternative person will be collecting their child, written approval should be provided. In emergency situations verbal approval can be provided and verification gained verbally by two team members, one being a Responsible Person. On arrival, the persons ID will be checked in accordance with the Arrivals and Departure Policy.

### 3.2 Authorisation to administer medication

Written authorisation is required from a parent / guardian or approved person to administer medication. The authorisation must be signed by a parent, or a person named in the child's enrolment record as an authorised person to consent to administration of medication.

Medication may be administered to a child without an authorisation in case of an anaphylaxis or asthma emergency as part of a medical management plan in accordance with the Medical Conditions Policy.

### 3.3 Self-administration of medication

A child over preschool age (being those children at school) may be able to self-administer medication if an authorisation for the child to self-administer medication is recorded in the medication record for the child; and the child



has self-administered the medication before as outlined in the Administration of Medication Procedure and Medical Conditions Policy.

Self-administration relates to oral medication only. The medication form must be completed in full, and the medication provided to the centre. The administration must be supervised by a team member holding current first-aid qualifications.

### 3.4 Emergency medical attention

Authorisation is sought on the enrolment form for a child to be taken outside the premises because the child requires medical treatment, hospital or ambulance care/treatment, or because of another emergency.

This authorisation gains approval for the child to leave the centre to gain specific medical treatment and families will be notified as part of the response to the injury or illness. Permission to call an ambulance will not be sought during each incident, the health and safety of the children is prioritised, so an ambulance is always called if required.

### 3.5 Regular outings and excursions

A child must only leave the centre when:

- written permission has been provided by a parent, guardian or approved person as outlined in the emergency contacts section of the enrolment form.

For a child to leave the centre approvals and a risk assessment must be carried out in accordance with the Excursion and Regular Outing Policy.

Additionally, authorisation is sought for the centre to transport their child or arrange transportation of their child in accordance with the Transportation Policy.

Where a centre regularly takes children through unlicensed space such as to a multi-purpose room at the centre or through licensed space such as hallways etc, permission will be sought from families.

### 3.6 Other authorisations

Emergency Services have the right to enter at any time. However, Police, Fire, Ambulance and Authorised Officers must present their official identification upon entry of the centre. Their ID must be sighted and noted in the visitors log but not photographed in accordance with the Visitors Log Procedure.

It is a requirement that the visitors log is complete unless it is for an 'emergency' such as a fire or siege situation.

A centre also has a right to not authorise entry to the centre when:

- a person is extremely threatening or abusive to team members, or
- where an assessment is made that the children and team members are at risk.

This action will be in line with the centre Emergency Management Plan and include notification to the police.

### 3.7 Refusing an authorisation

There may be circumstances where the centre refuses a verbal or written authorisation. For example, where:

- A person who is not a parent, guardian or approved person authorises:
  - medical attention (informing the person of an injury, illness. Medical situation) \*; and
  - regular outings and excursions; and
  - collects the child named on the enrolment form.
- If a parent or any other approved person does not appear to be fit (as referred to as above) to take care of the child, strategies and arrangements will be made for the safety and wellbeing of the child and adult.
- Where a person is detailed on court orders and are not permitted to attend the centre or collect the child.

\*Where a child requires medical attention as part of their first-aid plan this will be sought. The refusal relates to those persons listed on the enrolment form. If approval is not provided (by ticking the corresponding box on the enrolment form) that person will not be contacted about medical issues.

### **3.8 Unauthorised person in attendance**

In the instance where an unauthorised person attending the centre or is intending to authorise a requirement, the following measures will be implemented:

1. The Centre Manager or Responsible Person will Immediately explain that the authorisation does not meet our policy. For example, the person is not listed on the enrolment form.
2. A copy of this policy will be provided.
3. An appropriate alternative authorisation is provided which can either be a parent/ guardian or authorised person will be requested.
4. This conversation will be documented on a File Note and place this on child's file. This should detail the details of the authorisation that was discussed, why the authorisation was refused, and actions taken by the centre.
5. Follow up with the family, where required, to ensure that an appropriate written authorisation is obtained if this is going to be a reoccurring.

## **4.0 Responsibilities:**

### **4.1 Approved Provider will:**

1. Ensure that delegation of approving the acceptance and refusal of authorisation is clear and the delegated person understands their responsibilities.
2. Ensure centres have in place an up-to-date Emergency Management Plan.
3. Ensure that the Enrolment Form reflects all legislated authorisations.
4. Ensure that centres understand their responsibilities to maintain up to date enrolment information including court orders and medical conditions information.
5. Ensure that systems are in place so that authorisations can be followed.

### **4.2 Centre Manager / Nominated Supervisor will:**

1. Ensure that team members understand their responsibilities to check approvals for acceptances and refusals.
2. Ensure that the enrolment form is completed in full and that it details:
  - a. The name of the child enrolled in the centre; and
  - b. The date; and
  - c. The signature of the child's parent/guardian; and
  - d. All current details including authorised current emergency contacts.
3. Ensure that current contact and relevant enrolment information is available in QikKids.
4. Ensure that before conducting an excursion that the Parent Authorisation for Routine Outing and Excursion Form as well as the Routine Outline and Excursion Risk Assessment is completed.
5. Ensure that current documents related to court orders and medical conditions are in place at the centre and that team members understand how these are implemented.
6. Permit parents and guardians to authorise a person who is not listed on the enrolment form, to collect their children in advance on their behalf. This request should be made in writing or verbally. Where this authorisation occurs verbally, the approval must be communicated to a responsible person and another team member before child is released in their care.

7. Ensure any authorised persons who are unknown to the centre have a copy of their identification checked against the enrolment form or written approval from parents or guardians before releasing the child into their care. This person's details must be recorded in the Visitors Log.
8. Ensure that all team members know and understand the centre Emergency Management Plan and when and how a lockdown is implemented.
9. Ensure that all Emergency Services Persons and Authorised Officers are permitted entry and that their identification is checked.

#### **4.3 Team Members will:**

1. Ensure that authorisations are undertaken by parent, guardians and approved persons.
2. That only approved persons or parents or guardians collect the child listed on the Enrolment Form.
3. Check all parent authorisations are fully completed and accurate prior to a family leaving the premises in accordance with the Routine Outing and Excursion Policy.
4. Ensure that medication is only administered in accordance with the Administration of Medication Procedure.
5. Ensure that they are aware of those children subject to a court order and who is authorised to collect.
6. Participate in emergency drills and ensure that they understand the centre Emergency Management Plan and when and how a lockdown will occur.
7. Escalate any concerns if you feel that a refusal is required.
8. Ensure that where an ambulance is required as part of a first-aid response that this is actioned.
9. Request a copy of photo identification from any person who is unknown and collecting a child so that their identity can be verified in accordance with the Arrivals and Departure Policy.

#### **4.4 Family and Community will:**

1. Ensure they complete and sign the Enrolment Form in full prior to their child's first day.
2. Ensure the information detailed on the Enrolment Form is current and up to date.
3. Ensure any changes to the information related to their child including custody details and medical conditions is kept up to date.
4. Ensure that if a person not detailed in the Enrolment Form is going to collect their child from the centre that you let the centre know ahead of time, preferably in writing.

## 5.0 Tools and Resources

<p><b>The most important documents I need are:</b></p> <ul style="list-style-type: none"> <li>Enrolment Form</li> <li>Medical Conditions Policy</li> <li>Excursion and Regular Outing Policy</li> <li>Transportation Policy</li> <li>Arrivals and Departure Policy</li> </ul>	<p><b>Other supporting documents will include:</b></p> <ul style="list-style-type: none"> <li>Administration of Medication Procedure</li> <li>File Note</li> <li>Visitors Log Procedure</li> </ul>
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## 6.0 References

- Education and Care Services National Law Act (2010)
- Education and Care Services National Regulations (2011)

## 7.0 Links to the National Law and Regulations

- Section 165 Offence to in adequately supervise children.
- Section 167 Offence relating to protection children form harm and hazards Regulation 92 Medication record.
- Regulation 94 Exception to authorisation requirement - anaphylaxis or asthma emergency Regulation 96 Self administration of medication
- Regulation 99 Children leaving the education and care services premises Regulation 102 Authorisation for excursions.
- Regulation 161 Authorisation to be kept in enrolment record.
- Regulation 168 Education and care services must have policies and procedures.

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