



# ACCEPTANCE AND REFUSAL AUTHORISATION POLICY

Under the National Law and Regulations, early childhood services are required to obtain written authorisation from parents or guardians for some circumstances, to ensure that the health, safety, wellbeing, and best interests of the child are met and upheld. All authorisation and refusals are to be kept in the child's enrolment record.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
92	Medication record
93	Administration of medication
99	Children leaving the education and care service
102	Authorisation for excursions
160	Child enrolment records to be kept by approved provider
161	Authorisation to be kept in enrolment record

168	Education and care services must have policies and procedures
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## RELATED POLICIES

Administration of Medication Policy Anaphylaxis Management Policy Arrival and Departure Policy Asthma Management Policy Child Protection	Child Safe Environment Policy Enrolment and Orientation Policy Excursion Policy Incident, Injury, Trauma and Illness Policy Sun Safety Policy Water Safety Policy
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## PURPOSE

We aim to ensure that all educators, staff and volunteers are consistent in how authorisations are managed and understand what does or does not constitute a correct authorisation, which consequently may lead to a refusal.

## SCOPE

This policy applies to families, staff, management and visitors of the Service.

## IMPLEMENTATION

Our Service will ensure we comply with the current Education and Care Services National Regulations, which require parent or guardian authorisation to be provided in matters including:

- Administration of medication to children
- Administration of medical treatment, dental treatment, and general first aid treatment
- Ambulance transportation
- Excursions, including regular outings
- Incursion attendance
- Taking of photographs by people other than educators
- Water based activities
- Enrolment of children, including providing details of persons nominated to authorise consent for medical treatment or trips outside the service premises.
- Children leaving the premises in the care of someone other than a parent or guardian

### MANAGEMENT WILL ENSURE THAT:

- The acceptance and refusal authorisation policy is reviewed and maintained by Service management and adhered to at all times by educators
- All staff follow the policies and procedures of our Service
- All parents/guardians have completed the authorised person's section of their child's enrolment form (refer to *Enrolment and Orientation Policy*), and that the form is signed and dated before the child commences at the Service
- Permission forms for excursions are provided to the parent/guardian or authorised person prior to the excursion (refer to *Excursion Policy*)
- Parents/guardians are provided with a copy of relevant policies for our Service or are aware of how they can be accessed
- Attendance records are maintained for all children attending the Service
- A written record of all visitors to the Service, including time of arrival and departure and reasons for visit is documented
- Where a child requires medication to be administered by educators/staff, that this is authorised in writing, signed and dated by the parent/guardian or authorised person and included within the child's record (Refer to *Administration of Medication Policy*).
- Educators/staff do not administer medication without the authorisation of parent/guardian or authorised person, except in the case of an emergency, including an asthma or anaphylaxis, or epilepsy or diabetes emergency (refer to *Administration of Medication Policy, Incident, Injury, Trauma and Illness Policy, Emergency and Evacuation Policy, Management of Asthma Policy, Management of Anaphylaxis Policy, Management of Diabetes Policy, and Management of Epilepsy Policy*).
- Educators and staff allow a child to participate in excursions only with the written authorisation of a parent/guardian or authorised person.
- Educators/staff allow a child to depart the Service only with a person who is the parent/guardian or authorised person, or with the written authorisation of one of these, except in the case of a medical emergency. (Refer to *Arrival and Departure of Children Policy* and *Child Safe Environment Policy*).
- There are procedures in place if an inappropriate person attempts to collect the child from the Service (refer to *Arrival and Departure of Children Policy*).

### A NOMINATED SUPERVISOR/ RESPONSIBLE PERSON WILL:

- Follow the policies and procedures of the Service
- Ensure documentation relating to authorisations contains:

1. the name of the child enrolled in the service
  2. date
  3. signature of the child's parent/guardian and nominated contact person as named on the enrolment form.
- Keep all authorisations relating to each child in their enrolment record
  - Exercise the right of refusal if written or verbal authorisations do not comply with National Regulations. If an authorisation is refused by the Service, it is best practice to document:
    1. the details of the authorisation
    2. why the authorisation was refused and
    3. actions taken by the service. For example: if the service refused an authorised nominee named in the child's enrolment record to collect the child from the service as they were under the influence of alcohol, the action taken to ensure that the child was collected (*Refer to Refusal of Authorisation Record*).
  - Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis, asthma, epilepsy, or diabetes. In accordance with National Regulations and National Law, the Service can administer medication in these circumstances without authorisation. If these situations occur Management will be required to contact the parent/guardian as soon as practicable after the medication has been administered.
  - Ensure that medication is not administered to a child without the authorisation of a parent/guardian or authorised person, except in the case of an emergency, including and asthma or anaphylaxis emergency (*refer to Administration of Medication Policy, Incident, Injury, Trauma and Illness Policy, Emergency and Evacuation Policy, Management of Asthma Policy, Management of Anaphylaxis Policy, Management of Diabetes Policy, and Management of Epilepsy Policy*).
  - Ensure a child only departs from the Service with a person who is the parent/guardian or authorised person, or with the written authorisation of one of these, except in the case of a medical emergency or an excursion (*refer to Arrival and Departure of Children Policy*).
  - Ensure a child is not taken outside the Service premises on an excursion except with the written authorisation of a parent/guardian or authorised person
  - Inform the Approved Provider when a written authorisation does not meet the requirements outlined in the Service's policies.

#### EDUCATORS WILL:

- Follow the policies and procedures of the Service

- Ensure that parents/guardians sign and date permission forms for excursions prior to the excursion being implemented
- Allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised person
- Check that parents/guardians or authorised persons sign the attendance record as their child arrives and departs from the Service
- Administer medication only with the written authorisation of a parent/guardian or authorised person, except in the case of an emergency, including an asthma, anaphylaxis, epilepsy, or diabetes emergency
- Allow a child to depart from the Service only with a person who is the parent/guardian or authorised person, or with the written authorisation of one of these, except in the case of a medical emergency or an excursion
- Follow procedures if an inappropriate person attempts to collect a child from the Service (for example, an intoxicated person)
- Inform the Approved Provider when a written authorisation does not meet the requirements outlined in Service's policies.

#### FAMILIES WILL:

- Read and comply with the policies and procedures of the Service
- Complete and sign the authorised person section of their child's enrolment form before their child commences at the Service
- Ensure that changes to nominated authorised persons are provided to the Service in a timely manner
- Advise nominated authorised persons that they will require photo identification (such as a driver's licence) in order to collect their child from the Service
- Sign and date permission forms for excursions
- Sign the attendance record as their child arrives and departs from the Service
- Provide written authorisation where a child requires medication to be administered by educators/staff, including signing and dating it for inclusion in the child's medication records.

## AUTHORISATION REQUIREMENTS

Authorisation documents are required for the following situations and must have details recorded as specified:

<b>Administration of Medication</b>	<ul style="list-style-type: none"><li>• Name of the child</li><li>• Authorisation to administer medication, signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication</li><li>• Name of the medication to be administered</li><li>• Clearly indicate time and date the medication is to be administered</li><li>• Dosage of the medication to be administered</li><li>• Period of authorisation (actual days and dates: from and to).</li><li>• Date the authorisation is signed</li><li>• Medication in its original container and bearing the correct child's name</li><li>• Medication is not past its expiry or use-by date</li><li>• Medication is administered in accordance with any instructions attached to the medication or provided by a registered medical practitioner.</li><li>• A second person checks the signed Authority to Administer Medication record, checks the dosage of the medication, and witnesses its administration</li><li>• The Educator administering medication and the witness must write their full name and sign the medication record.</li><li>• Details of the administration must be recorded in the medication record</li></ul>
<b>Medical treatment of the child including transportation by an ambulance service</b>  (Included and authorised initially as part of the child's enrolment record):	<ul style="list-style-type: none"><li>• Name of the child</li><li>• Authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service</li><li>• Authorisation for the transportation of the child by an ambulance service.</li><li>• Name, address and telephone number of the child's registered medical practitioner or medical service</li><li>• Child's Medicare number</li><li>• Name of the parent or guardian providing authorisation</li><li>• Relationship to the child</li></ul>
<b>Emergency Medical Treatment</b>  (included and authorised initially as part of the child's enrolment record or as updated during enrolment):	<ul style="list-style-type: none"><li>• The Service is able to seek emergency medical assistance for a child as required (i.e. medical practitioner, ambulance or hospital) without seeking further authorisation from a parent or guardian in the case of an emergency, including for emergencies relating to medical conditions noted on the enrolment form.</li></ul>

<p><b>Collection of Children</b></p> <p>(included and authorised initially as part of the child's enrolment record or as updated during enrolment):</p>	<ul style="list-style-type: none"> <li>• Name of the child</li> <li>• Name of the parent or the guardian of the child or the authorised nominee on the enrolment form providing authorisation</li> <li>• Name of the person/s authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises</li> <li>• Relationship to the child of the persons authorised to collect the child from the premises</li> <li>• Signature of the person providing authorisation and date of authorisation</li> </ul>
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<p><b>Excursions</b></p> <p>(Including regular outings)</p>	<p>If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period, otherwise it must state:</p> <ul style="list-style-type: none"> <li>• Name of the child</li> <li>• Date of the excursion (unless for a regular outing)</li> <li>• Reason for the excursion</li> <li>• Proposed destination for the excursion</li> <li>• Method of transport to be used</li> <li>• Route to be taken to and from the excursion</li> <li>• Period of time away from premises - include time leaving premises and time returning to premises</li> <li>• Proposed activities to be undertaken by the child during the excursion</li> <li>• Anticipated number of children likely to be attending the excursion</li> <li>• Ratio of Educators attending the excursion to the number of children attending the excursion</li> <li>• Number of staff members and any other adults who will accompany and supervise the children on the excursion (including parents, students, volunteers)</li> <li>• Statement that a risk assessment has been prepared and is available at the service</li> <li>• Name of the parent or guardian providing authorisation</li> <li>• Relationship to the child</li> <li>• Signature of the person providing authorisation and date of <b>authorisation</b></li> <li>• Details of any water hazards and risks associated with water-based activities (to be included in risk assessment).</li> <li>• Items that should be taken on the excursion</li> </ul>
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<p><b>Sun Screen and Insect Repellent application</b></p>	<ul style="list-style-type: none"> <li>• Name of child</li> <li>• Permission authorised for staff to apply SPF 30+ or higher broad spectrum, water resistant sunscreen supplied by the service <b>or</b></li> <li>• Permission authorised for staff to apply SPF 30+ or higher broad spectrum water resistant sunscreen</li> <li>• Parent signature and date</li> <li>• Material Safety Data Sheet required for all products</li> <li>• Permission authorised for staff to apply insect repellent supplied by the service <b>or</b></li> <li>• Permission authorised for staff to apply insect repellent</li> </ul>
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<b>Confirmation of Authorisation</b>	<ul style="list-style-type: none"> <li>• All authorisation forms received (including the initial enrolment form) are to be checked for completion</li> <li>• All authorisations (excluding the initial enrolment form) are checked to ensure that the authoriser (name and signature) is the nominated parent or guardian on the enrolment form</li> <li>• If incomplete or inappropriately signed, the authorisation form should be returned to the parent or guardian for correction</li> <li>• Children will be suspended from any activity requiring authorisation until the appropriate form has been correctly completed and signed</li> </ul>
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## Source

Australian Children’s Education & Care Quality Authority. (2014).

Cancer Council. Preventing cancer: Sun protections: <https://www.cancer.org.au/preventing-cancer/sun-protection/>

Early Childhood Australia Code of Ethics. (2016).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Standard. (2017).

Revised National Quality Standard. (2018).

## REVIEW

POLICY REVIEWED	JANUARY 2020	NEXT REVIEW DATE	JANUARY 2021
MODIFICATIONS	<ul style="list-style-type: none"> <li>• Small edits to wording</li> <li>• Removal of ‘excluding Paracetamol’ from administration of medication</li> <li>• Permission for sunscreen and insect repellent guidance added</li> <li>• Sources checked for currency</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
JANUARY 2019	<ul style="list-style-type: none"> <li>• Additional information added to points.</li> <li>• ‘Related policies’ added as per those referenced in the document.</li> <li>• Rearranged the order of points for better flow</li> <li>• Points added</li> <li>• Sources/references corrected, updated, and alphabetised.</li> </ul>	JANUARY 2020	



JANUARY 2018	<ul style="list-style-type: none"> <li>• Minor changes made to comply with changes to the Education and Care National Regulations.</li> <li>• Added related policy section</li> </ul>	JANUARY 2019
OCTOBER 2017	<ul style="list-style-type: none"> <li>• Updated the National Quality Standard references to comply with revised standard</li> </ul>	JANUARY 2018
JANUARY 2017	<ul style="list-style-type: none"> <li>• Minor terminology changes made</li> </ul>	JANUARY 2018