

# A-10 Acceptance and Refusal of Authorisations

Epping Heights OSHC

## NQS

QA. 7.1.2	Management systems.
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## National Regulations

Reg. 92	Medication Record
Reg. 93	Administration of medication
Reg. 94	Exception to authorisation requirement—anaphylaxis or asthma emergency
Reg. 96	Self-administration of medication
Reg. 99	Children leaving the education and care service premises
Reg. 102	Authorisation for excursions
Reg. 160	Child enrolment records to be kept by approved provider and family day care educator
Reg. 161	Authorisations to be kept in enrolment record
Reg. 168	Education and care service must have policies and procedures
Reg. 170	Policies and Procedures to be followed
Reg. 171	Policies and Procedures to be kept available
Reg. 181	Confidentiality of records kept by approved provider

## Policy Statement

Acceptance and Refusal of Authorisations describes the circumstances in which the centre must obtain authorisation from parents / guardians / another person approved to give authorisations on behalf of the parent. Authorisation is sought to ensure the safety and wellbeing of children. The responsible person on duty may refuse authorisation if they believe the safety or wellbeing of the child may be compromised.

## Related Policies

- Epping Heights OSHC Policy A-4: Enrolment
- Epping Heights OSHC Policy A-8: Dropping off and Picking Up
- Epping Heights OSHC Policy A-11: Maintenance of Records
- Epping Heights OSHC Policy A-17: Privacy and Confidentiality
- Epping Heights OSHC Policy A-19: Nominated Supervisor
- Epping Heights OSHC Policy D-1: Dealing with Medical Conditions
- Epping Heights OSHC Policy D-9: Emergency Procedures
- Epping Heights OSHC Policy D-10: First Aid
- Epping Heights OSHC Policy D-11: Management of Incident, Injury and Trauma

- Epping Heights OSHC Policy D-16: Asthma
- Epping Heights OSHC Policy D-17: Anaphylaxis
- Epping Heights OSHC Policy D-20: Medication
- Epping Heights OSHC Policy E-5: Excursion
- Epping Heights OSHC Policy E-9: Out-Of-Centre Activities

## **Procedure**

Written authorisation from parents/guardians will be required for the following:

- Administering medication to children (Regulation 92 & 93)
- Children leaving the premises of a service with a person who is not a parent / Guardian of the child (Regulation 99)
- Children being taken on excursions (Regulation 102)
- Access to personal records (Regulation 181)
- A child leaving the service to attend an extra-curricular activity away from the service, for example, attending a sporting activity, dance, drama, etc. that is run by a provider other than the OSHC service.

The authorisation must contain:

- the name of the child enrolled in the service
- the date
- the activity the child will be participating in
- signature of the child's parent / guardian or nominated person who is on the enrolment form

Further to the above, some activities /authorisations may require more information. These are outlined below:

- Administering medication to children (Regulation 92 & 93)
  - the authorisation to administer medication (including, if applicable, self-administration) needs to be signed by a parent or a person named in the child's enrolment record as authorised to consent to administer medication and must include:
    - The name of the child
    - the name of the medication to be administered
    - the time and date the medication was last administered
    - the time and date and / or the circumstances under which the medication should be next administered
    - the dosage of the medication to be administered
    - the manner in which the medication is to be administered
- Children being taken on excursions (Regulation 102)

- The authorisation must be given by a parent or other person names in the child's enrolment record as having authority, given by a parent, to authorise the taking of the child outside the education and care service premises by an educator and must include:
  - The child's name
  - The reason the child is to be taken outside the premises
  - the date the child is to be taken on the excursion (unless the authorisation is for a regular outing).
  - a description of when the child is to be taken on the regular outings, (if the authorisation is for a regular outing)
  - a description of the proposed pick-up location and destination for the excursion
  - the means of transport to be used for the excursion
  - the proposed activities to be undertaken by the child during the excursion
  - the period the child will be away from the premises
  - any requirements for seatbelts or safety restraints in NSW
  - the anticipated number of children likely to be attending the excursion
  - the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion;
  - the anticipated number of educators and any other adults who will accompany and supervise the children on the excursion
  - that a risk assessment has been prepared and is available at the service
  - that written policies and procedures for transporting children are available at the Centre
- A child leaving the service to attend an extra-curricular activity away from the service
  - the approximate time the child will leave the service and the time they will return to the service (if applicable)

Where the authorisation is for administration of medication, the Centre's *Authorisation to Administer Medication* form must be completed and comply with the information outlined in the Centre's *D-20: Medication Policy*.

In certain circumstances, verbal authorisation may be accepted at the discretion of the responsible person on duty. In this instance, an educator will record the authorization on the centre's Authorisation to Administer Medication form and fill out an Incident, Injury, Trauma and Illness form with the time of the phone call, the name of the parent / guardian whom authorisation was given and what the authorisation is for, to sign on collection of the child.

Authorisations will be sighted by the responsible person and a copy will be given back to the parents, on request. The original copy will be kept with the child's enrolment form.

Authorisations for extra-curricular activities will also be kept in the Extra Curricular Activity Folder.

Nominated authorised nominee's must be added via the portal in order to pick up a child who is not their own. In an **EMERGENCY**, a verbal authorisation from a parent/guardian is acceptable. The collector's name and contact details will be recorded and the staff will also ask for Photo ID before releasing the child (see A-8 Dropping Off and Picking Up Policy). Where the authorisation is of a non-urgent nature, parents will be requested to add the authorised nominee to their online enrolment as soon as possible. Non-signage fees apply in instances where a centre educator signs out a child on behalf of a person without a valid username or password. A child will not be permitted to leave the service to attend any extra-curricular activity until written authorisation is obtained from the parent/guardian.

The Centre may exercise the right to refuse the request if written or verbal authorisations do not comply with the requirements outlined above. The responsible person on duty also has the right to refuse the authorisation if the child's safety or wellbeing is deemed to be compromised. If refusal of an authorisation is delivered, the child's name, activity and reason as to why authorisation was denied must be recorded and parents will be notified via email and/or on collection of the child.

Authorisation may be waived 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 (Regulation 94).

## Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Children (Education and Care Services National Law Application) Act 2010
- "Acceptance and Refusal of Authorisation" Policy Guidelines Factsheet
- Privacy Act 1988

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