



Kinburra Preschool

Acceptance and Refusal Authorisation Policy

Under the Education and Care Service National Law and Regulations, early childhood services are required to obtain written authorisation from parents/guardians, and authorised nominees in certain circumstances, to ensure that the health, safety, wellbeing and best interests of the child are met. An authorisation is given where a person who has legal responsibility for a child gives permission to another person to do something or to make a decision on that person’s behalf. Authorisations are usually authenticated by a signature- either in written form or as an electronic signature. 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
94	Exception to authorisation requirement- anaphylaxis or asthma emergency
99	Children leaving the education and care service



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102	Authorisation for excursions
102D	Authorisation for service to transport children
157	Access for parents
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
170	Policies and procedures must be followed

RELATED POLICIES

Administration of Medication Policy Anaphylaxis Management Policy Arrival and Departure Policy Asthma Management Policy Child Protection Policy Child Safe Environment Policy Diabetes Management Policy	Enrolment Policy Epilepsy Management Policy Excursion Policy Incident, Injury, Trauma and Illness Policy Orientation of Families Policy Safe Transportation Policy Sun Safe 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 what constitutes a correct authorisation and what does not, which consequently may lead to a refusal.

SCOPE

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



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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, which include:

- Administration of medication
- Administration of medical treatment, dental treatment, general first aid products and ambulance transportation
- Excursions including regular outings
- Emergency Ambulance transportation
- Transportation- including regular outings and regular transportation
- Incursions
- Taking of photographs by people who aren't educators
- Water based activities
- Enrolment of children including naming of authorised nominees and persons authorised to consent to medical treatment or trips outside the service premises

MANAGEMENT WILL ENSURE THAT:

- That the service has an acceptance and refusal authorisation policy in place, which is to be adhered to and maintained by educators at all times.
- Parent/guardians are provided with a copy of relevant service policies
- That all staff follow the policies and procedures of the service
- That 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 is enrolled at the service.
- Permission forms for excursions are provided to the parent/guardian or authorised nominee prior to the excursion (refer to *Excursion Policy* and *Safe Transportation Policy*)
- Attendance records are maintained to account 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



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- 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 with 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 emergency (refer to Administration of Medication Policy, Incident, Injury, Trauma and Illness Policy, Emergency and Evacuation Policy, Asthma and Anaphylaxis Policy)
- educators and staff only allow a child to participate in regular outings and regular transportation with the written authorisation of a parent/guardian or authorised nominee name in the child's enrolment record
- Educators and staff allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised person
- Educators/staff 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 (*see Authorisation Form 1 verbal/email authorisation and Authorisation Form 2 prior written authorisation*), except in the case of a medical emergency or an excursion (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:

- Ensure documentation relating to authorisations contains:
 1. The name of the child enrolled in the service;
 2. Date; and
 3. Signature of the child's parent/guardian and nominated contact person who is on the enrolment form.
- Keep all authorisations relating to children in their enrolment record.



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- Exercise the right to refusal if written or verbal authorisations do not comply with the Education and Care Service National Regulations or Child Protection Legislation.
- 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
 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, what action was 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 or asthma. In accordance with the Education and Care Service National Regulations (R.93) and the National Quality Standard, the service can administer medication without authorisation. In these cases, Management will be required to contact the parent/guardian as soon as practicable after the medication has been administered.
- Follow the policy and procedures of the service.
- 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, Asthma and anaphylaxis 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 (*see Authorisation Form 1 verbal/email authorisation and Authorisation Form 2 prior written authorisation*), except in the case of a medical emergency or an excursion (refer to Delivery and Collection of Children Policy).
- ensure that written authorisation is provided by the parent or other person named in the child's enrolment record for a regular outing or regular transportation.
- 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 policies.



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EDUCATORS WILL:

- Follow the policies and procedures of the service.
- Ensure that written authorisation is provided by the parent or other person named in the child's enrolment record for a regular outing or regular transportation.
- Check that parents/guardians sign and date permission forms for excursions.
- 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 or anaphylaxis emergency
- Allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised person.
- 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 (*see Authorisation Form 1 verbal/email authorisation and Authorisation Form 2 prior written authorisation*), except in the case of a medical emergency or an excursion.
- Follow service procedures if an inappropriate person attempts to collect a child from the service.
- Inform the Approved Provider when a written authorisation does not meet the requirements outlined in service 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.
- Sign and date permission forms for regular transportation and regular outings.
- Sign and date permission forms for excursions.
- Sign the attendance record as their child arrives and departs from the service.



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- Provide written authorisation on the *Administration of Medication Form* where children require medication to be administered by educators/staff, including signing and dating it for inclusion in the child's medication records.
- provide completed Medical Management Plans and Action Plans where relevant for their child.

AUTHORISATION REQUIREMENTS

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

Administration of Medication	<ul style="list-style-type: none"> • Name of the child • <i>Administration of Medication Record</i> is signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication • Name of the medication to be administered • Clearly indicate time and date the medication is to be administered • Dosage of the medication to be administered • Method of dosage (eg: oral or inhaled) • Period of authorisation (actual days and dates: from and to) • Date the authorisation is signed • Medication must be in its original container and bearing the correct child's name • Medication is not past its expiry or use-by date • Medication is administered in accordance with any instructions attached to the medication or provided by a registered medical practitioner. • A second person checks the signed <i>Administration of Medication Record</i>, checks the dosage of the medication, and witnesses its administration • The educator administering medication and the witness must write their full name and sign the medication record • Details of the administration must be recorded in the medication record
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<p>Medical treatment of the child including transportation by an ambulance service</p> <p>(Included and authorised initially as part of the child's enrolment record):</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Name of the child <input type="checkbox"/> Authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service <input type="checkbox"/> Authorisation for the transportation of the child by an ambulance service <input type="checkbox"/> Name, address and telephone number of the child's registered medical practitioner or medical service <input type="checkbox"/> Child's Medicare number <input type="checkbox"/> Name of the parent or guardian providing authorisation <input type="checkbox"/> Relationship to the child
<p>Emergency Medical Treatment</p> <p>(included and authorised initially as part of the child's enrolment record or as updates during enrolment):</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 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.
<p>Transportation</p> <p>(other than as part of an excursion)</p>	<p>If the transportation is 'regular transportation' the authorisation is only required to be obtained once in a 12-month period</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of the child <input type="checkbox"/> the reason the child is to be transported <input type="checkbox"/> if the authorisation is for regular transportation, a description of when the child is to be transported and the date the child is to be transported <input type="checkbox"/> a description of the proposed pick-up location and destination <input type="checkbox"/> the means of transport <input type="checkbox"/> the period of time during which the child is to be transported <input type="checkbox"/> the anticipated number of children likely to be transported <input type="checkbox"/> the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation <input type="checkbox"/> any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported <input type="checkbox"/> that a risk assessment has been prepared and is available at the education and care service <input type="checkbox"/> that written policies and procedures for transporting children are available at the education and care service



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<p>Excursions</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Name of the child <input type="checkbox"/> Date of the excursion <input type="checkbox"/> Reason for the excursion <input type="checkbox"/> Proposed destination for the excursion <input type="checkbox"/> Method of transport to be used <input type="checkbox"/> Route to be taken to and from the excursion <input type="checkbox"/> Period of time away from premise- include time leaving premise and time returning to premise <input type="checkbox"/> Proposed activities to be undertaken by the child during the excursion <input type="checkbox"/> Anticipated number of children likely to be attending the excursion <input type="checkbox"/> Ratio of Educators attending the excursion to the number of children attending the excursion <input type="checkbox"/> Number of staff members and any other adults who will accompany and supervise the children on the excursion (including parents, students, volunteers) <input type="checkbox"/> Statement that a risk assessment has been prepared and is available at the service <input type="checkbox"/> Name of the parent or guardian-providing authorisation <input type="checkbox"/> Relationship to the child <input type="checkbox"/> Signature of the person providing authorisation and date of authorisation <input type="checkbox"/> Details of any water hazards and risks associated with water-based activities (to be included in risk assessment). <input type="checkbox"/> Items that should be taken on the excursion
<p>Collection of Children (included and authorised initially as part of the child's enrolment record or as updated during enrolment):</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Name of the child <input type="checkbox"/> Name of the parent or the guardian of the child or the authorised nominee on the enrolment form providing authorisation <input type="checkbox"/> 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 <input type="checkbox"/> State relationship to the child of the persons authorised to collect the child from the premises <input type="checkbox"/> Signature of the person providing authorisation and date of authorisation
<p>Sunscreen and Insect Repellent application</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Name of child <input type="checkbox"/> Permission authorised for staff to apply SPF 30+ or higher broad spectrum, water resistant sunscreen supplied by the service or <input type="checkbox"/> Permission authorised for staff to apply SPF 30+ or higher broad-spectrum water-resistant sunscreen supplied by parent/guardian



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	<ul style="list-style-type: none"> <input type="checkbox"/> Parent signature and date <input type="checkbox"/> Material Safety Data Sheet required for all products <input type="checkbox"/> Permission authorised for staff to apply insect repellent supplied by the service or <input type="checkbox"/> Permission authorised for staff to apply insect repellent supplied by the parent/guardian <p>Note: the use of sunscreen on babies under 6 months is not recommended due to their sensitive skin.</p>
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<p>Confirmation of Authorisation</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All authorisation forms received (including the initial enrolment form) are to be checked for completion <input type="checkbox"/> All authorisations (excluding the initial enrolment form) are checked to ensure that the authoriser (name and signature) is the nominated parent or guardian a person named on the enrolment form as having authority to authorise <input type="checkbox"/> If incomplete or inappropriately signed, the authorisation form should be returned to the parent or guardian for correction <input type="checkbox"/> Children will be suspended from any activity requiring authorisation until the appropriate form has been correctly completed and signed
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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).
 Education and Care Services National Law Act 2010. (Amended 2018).
[Education and Care Services National Regulations](#). (2011).
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
 Guide to the National Quality Standard. (2020).
 Revised National Quality Standard. (2018).

REVIEW

POLICY REVIEWED	JANUARY 2021	NEXT REVIEW DATE	JANUARY 2022
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MODIFICATIONS	<ul style="list-style-type: none"> • additional information added for Safe Transportation of children • written authorisation requirements for regular outings and regular transportation- new section added • sources checked for currency 	
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
JUNE 2020	<ul style="list-style-type: none"> • small edits to align with Arrival and Departure Policy • additional information for refusals of authorisation- Child Protection Legislation • addition of regulations regarding asthma and anaphylaxis and access for parents • additional related policies added 	JANUARY 2021
JANUARY 2020	<ul style="list-style-type: none"> • Small edits to wording as indicated • removal of 'excluding Paracetamol' from administration of medication • Permission for sunscreen and insect repellent guidance added • sources checked for currency 	JANUARY 2021
JANUARY 2019	<ul style="list-style-type: none"> • Additional information added to points. • 'Related policies' added as per those referenced in the document. • Rearranged the order of points for better flow • Points added (Highlighted). • Sources/references corrected, updated, and alphabetised 	JANUARY 2020