

POLICY – ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

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1. National Quality Standards

Quality Area 2: Children’s Health and Safety		
Area	Concept	Descriptor
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.

2. Purpose

- 2.1 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).
- 2.2 This policy outlines authorisations requirements for services and actions to be taken where an authorisation submitted by parents or guardians is incomplete and therefore could lead to refusal to enact the authorisation.

3. Scope

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

4. Implementation

- 4.1 Authorisation documents are required for the following situations and must have details recorded as specified:
 - Administration of medication
 - The name of the child.
 - The authorisation to administer medication, signed by a parent or person named in the child’s enrolment record as authorised to consent to administration of medication.

- The name of the medication to be administered.
- The time and date the medications is to be administered.
- The dosage of the medication to be administered.
- The period of authorisation from and to.
- The date the authorisation is signed.

4.2 Medical treatment of the child including transportation by an ambulance service (included and authorised initially as part of the child's enrolment record):

- The name of the child.
- Authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service.
- Authorisation for the transportation of the child by an ambulance service.
- The name, address and telephone number of the child's registered medical practitioner
- The name of the parent or guardian providing authorisation.
- The relationship to the child.
- The signature of the person providing authorisation and date.

4.3 Emergency medical treatment (included and authorised initially as part of the child's enrolment record or as updates during enrolment):

- The service is able to seek emergency medical assistance for a child as required without seeking further authorisation from a parent or guardian in the case of an emergency (i.e. medical practitioner, ambulance or hospital) including for those emergencies relating to asthma and anaphylaxis.

4.4 Collection of children (included and authorised initially as part of the child's enrolment record or as updated during enrolment):

- The name of the child
- The name of the parent or the guardian of the child providing authorisation.
- The name of the person/s authorised by the parent or guardian to collect the child from the premises.
- The signature of the person providing authorisation and date.

4.5 Excursions (including regular outings) If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12- month period, otherwise the following is required:

- the child's name; and
- the reason the child is to be taken outside the premises; and
- the date the child is to be taken on the excursion (unless the authorisation is for a regular outing); and
- a description of the proposed destination for the excursion; and
- the method of transport to be used for the excursion; and
- the proposed activities to be undertaken by the child during the excursion; and
- the period the child will be away from the premises; and
- the anticipated number of children likely to be attending the excursion; and
- the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; and
- the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and
- that a risk assessment has been prepared and is available at the service.

Confirmation of Authorisation

4.6 All authorisation forms received (other than the initial enrolment form) from parents or guardians are to be checked for completion and checked that the authoriser (name and signature) is the nominated parent or guardian on the enrolment form.

4.7 We accept authorisations through KidsXap, where they have been processed by the nominated Parent and Guardian.

- 4.8 If incomplete or inappropriately signed, the authorisation form should be returned to the parent or guardian for correction.
- 4.9 Unless confirmation has been proven, the activity will be suspended for the child's participation until the form has been completed and authorised correctly.

5. Feedback

- 5.1 Families and staff may provide feedback about this document by emailing admin@baringa.org.au.

6. Approval and Review Details

Approval and Review	Details
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Administrator	Executive Officer
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