

AUTHORISATION POLICY (ACCEPTANCE AND REFUSAL)

Under the Law and Regulations governing Glenelg CCCC, we are required to obtain written authorisation from parents or guardians for some circumstances, to ensure that the health, safety, wellbeing, and best interests of each child are met and upheld. 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
102	Authorisation for excursions
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

PURPOSE

the purpose of this policy is to ensure all educators, staff and volunteers are aware of our service responsibilities related to authorisations and are consistent with the management of authorisations. This policy outlines what constitutes a correct authorisation or a refusal.

Authorisations must be kept in accordance with the Law and Regulations and Duty of care to our children. Decisions around refusing an authorisation will be made on a case-by-case basis by the service in discussion with the Nominated Supervisor, Police or other authorities.

Without authorisation staff will not undertake the associated task/care need until authorisation has been sought in writing. Authorisations ensure the protection of all parties in the care and education of children.

A refusal refers to that an inappropriate person, or a person who does not appear to be fit to take care of the child attempts to collect the child from the Service or poses a risk to the safety of children or staff.

SCOPE

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

IMPLEMENTATION

Our Service will ensure we comply with the current Education and Early Childhood Services Registration and Standards Act 2011 (SA) & Education and Care Services National Law (South Australia). , 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
- Emergency 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, to collect children from the service, or to provide authority for the child to be taken outside the service
- Children leaving the premises in the care of someone other than a parent or guardian

MANAGEMENT AND THE NOMINATED SUPERVISER WILL ENSURE THAT:

- the *Authorisation Policy (Acceptance and Refusal)* is reviewed and maintained by Service management and adhered to at all times by educators and staff

- all staff understand circumstances that may lead to refusal of an authorisation
- all educators and 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 including authorised nominees 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 nominee prior to the excursion
- where a nominee is not provided, the care may be refused. The nominee can be someone from interstate but contactable in an emergency to provide advice to the service.
- 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, an *Administration of Medication Record* is completed and authorisation provided by the parent/guardian or authorised nominee
- educators/staff do not administer medication without the written authorisation of parent/guardian or authorised nominee named in the enrolment record as authorised to consent to the medical treatment of the child, except in the case of an emergency, including an asthma or anaphylaxis emergency
- educators and staff allow a child to participate in excursions only with the written authorisation of a parent/guardian or authorised nominee named in the child's enrolment record is received and documented
- educators/staff allow a child to depart the Service only with:
 - a person who is the parent/guardian or authorised nominee named in the child's enrolment record; or
 - with a person authorised by a parent or authorised nominee; or
 - is taken on an excursion; or
 - in the case of a medical emergency or another emergency
- there are procedures in place and staff are aware of them, in the event that an inappropriate person, or a person who does not appear to be fit to take care of the child attempts to collect the child from the Service or poses a risk to the safety of children or staff.
- follow the policies and procedures of the Service
- ensure documentation relating to authorisations contains:

- The purpose of the authorisation and what the parent is authorising
- the full name of the child enrolled in the service for whom the authorisation is for
- date of the authorisation
- signature of the child's parent/guardian (or authorised nominee as named on the enrolment form)
- keep all authorisations relating to each child in their enrolment record and inform staff/educators of all authorisations and or any changes to authorisations to ensure correct processes are followed.
- exercise the right of refusal if written or verbal authorisations do not comply with National Regulations or Child Protection Legislation. If an authorisation is refused by the Service, it is best practice to document:
 - the details of the authorisation
 - why the authorisation was refused, and
 - 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
- waive compliance with an authorisation where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. In accordance with National Regulations (R. 93) 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 and emergency services. Notification to the Regulatory Authority is required within 24 hours of a serious incident
- 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
- ensure a child is not taken outside the Service premises on an excursion except with the written authorisation of a parent/guardian or authorised nominee
- 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 nominee

- check that parents/guardians or an authorised nominee sign the attendance record via Xplor App at the time their child arrives and departs from the Service
- administer medication only with the written authorisation of a parent/guardian or authorised nominee as per the *Administration of Medication Record*, except in the case of an emergency, including an asthma, anaphylaxis.
- allow a child to depart from the Service only with:
 - with a person authorised by a parent or authorised nominee; or
 - leaves in accordance with the written authorisation of the parent; or authorised nominee; or
 - is taken on an excursion; or
 - in the case of a medical emergency or another emergency (Refer to *Arrival and Departure Policy* and *Emergency Evacuation Policy*).
- follow procedures if an inappropriate person attempts to collect a child from the Service and poses a risk to the safety of the children and staff (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 a child enrolment form for each child prior to them beginning enrolment in the service including all authorisations, information and signatures.
- complete and sign the authorised nominee 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 on the *Administration of Medication Form* when their child requires 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:

All authorisation documents are to be reviewed yearly and dated.

Parents and guardians hold the right to withdraw their authorisation requests at anytime and will do so in writing.

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

<p>Administration of Medication</p>	<ul style="list-style-type: none"> • Name of the child who requires medication • <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/s and date the medication is to be administered as well as the time and date it was last 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 from the pharmacist with a chemist label bearing the correct child's name & dosage • 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 staff member 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 at the time the medication is administered. • Details of the administration must be recorded in the medication record at the time of the administration • Medication will be sent home with families to administer overnight.
<p>Medical treatment of the child including transportation by an ambulance service (Included and authorised initially as part of the child's enrolment record):</p>	<ul style="list-style-type: none"> • Name of the child receiving medical treatment • Authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service signed in the enrolment form • Authorisation for the transportation of the child by an ambulance service • Name, address and telephone number of the child's registered medical practitioner or medical service • Child's Medicare number • Name and signature of the parent or guardian providing authorisation • Relationship to the child
<p>Emergency Medical Treatment</p>	<ul style="list-style-type: none"> • The Service is able to seek emergency medical assistance for a child as required (i.e. medical practitioner, ambulance or hospital) without

<p>(included and authorised initially as part of the child's enrolment record or as updates during enrolment):</p>	<p>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. the director or nominated supervisor will accompany the child.</p>
--	--

<p>Regular outing</p>	<p>A regular outing means a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program and where the circumstances relevant to the risk assessment are the same on each outing. Written authorisation only needs to be given once in a specified 12-month period for a regular outing. (Reg. 102(5)). If the conditions of the regular outing change, a new authorisation is required. The written authorisation must include:</p> <ul style="list-style-type: none"> • Name of the child • a description of when the child is to be taken on the regular outings • a description of the proposed destination • method of transportation (including walking) • proposed activities to be undertaken • anticipated ratio of educators to the anticipated number of children • that a risk assessment has been prepared and is available at the service
-----------------------	--

<p>Photography and video</p>	<ul style="list-style-type: none"> • Name of the child • Name of the parent or the guardian of the child or the authorised nominee on the enrolment form providing authorisation <p>Signature of the person providing authorisation and date of authorisation to state whether they consent to the following:</p> <ul style="list-style-type: none"> • For photos and video footage to be taken of child for Service use and staff training purposes (Footage will not leave the Service) • For photos and video footage of child to be used in Learning Stories, and to be shared with other families that attend the Service • For photos and video footage of child to be used for student training purposes (Photos and video footage may leave the Service for students to present to lecturer and class for viewing and marking) • For photos and video footage of child to be used on Service website, social media and other internet purposes, such as advertisement and used in organisation's resources • Do you ONLY give permission for photos and video footage of your child to be taken for your own personal viewing and to receive copies
------------------------------	--

	<ul style="list-style-type: none"> To be used in photos and learning material on the centre APP currently Xplor, for this to be shared to other families or ONLY with child's family.
<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"> Name of the child Name of the parent or the guardian of the child or the authorised nominee on the enrolment form providing authorisation 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 State relationship to the child of the persons authorised to collect the child from the premises Signature of the person providing authorisation and date of authorisation
<p>Excursions</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"> Name of the child Date of the excursion (unless for a regular outing) Reason for the excursion Proposed destination for the excursion Method of transport to be used Route to be taken to and from the excursion Period of time away from premise- include time leaving premise and time returning to premise Proposed activities to be undertaken by the child during the excursion Anticipated number of children likely to be attending the excursion Ratio of Educators attending the excursion to the number of children attending the excursion Number of staff members and any other adults who will accompany and supervise the children on the excursion (including parents, students, volunteers) Statement that a risk assessment has been prepared and is available at the service Name of the parent or guardian-providing authorisation Relationship to the child Signature of the person providing authorisation and date of authorisation Details of any water hazards and risks associated with water-based activities (to be included in risk assessment). Items that should be taken on the excursion

<p>Confirmation of Authorisation</p>	<ul style="list-style-type: none"> • All authorisation forms received (including the initial enrolment form) are to be checked by the Nominated Supervisor for completion • 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 • If incomplete or inappropriately signed, the authorisation form should be returned to the parent or guardian for correction prior to enrolment • Children orientating to the service must not be left without appropriate enrolment documents and approvals. • The enrolment form will have the following additional approvals: • permission for child to: Participate in outings to places of interest (permission slip will have to be signed before allowing your child to leave the Service) • Have SPF30+ sunscreen applied prior to sun exposure and if not, will provide a letter releasing the Service of any Liability) • Have Band-Aids or sticking plasters applied when necessary • Have staff apply Nappy Cream/Paste (supplied by parents) • Have staff apply Teething Gel (supplied by parents) • Children will be suspended from any activity requiring authorisation until the appropriate form has been correctly completed and signed
--------------------------------------	---

Authorisation for children to attend excursions in the local area to:

Baden Pattinson Kindergarten (where applicable)

The Old Gum Tree Park

will be sought in writing to the service by the enrolling parent/guardian upon enrolment and at the start of each year.

Source

Australian Children’s Education & Care Quality Authority. (2014). <https://www.acecqa.gov.au/>

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. (2020).

Revised National Quality Standard. (2018).

Date: November 2024

Next review date: under review