

## Acceptance and Refusal of Authorisations Policy

### NQS: QA 7.3.2

Administration systems are established and maintained to ensure the effective operation of the service.

**Regulations:** 92, 93, 94, 99, 102, 160, 161

### Aim

To outline authorisation requirements (for matters per 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) and detail actions to be taken where an authorisation submitted by parents or guardians is incomplete and therefore could lead to refusal to enact the authorisation.

### Implementation:

#### Matters that Require Authorisation

As a minimum, the 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).

#### Authorisation Requirements

Authorisation documents are required for the following situations and must have details recorded.

##### Administration of medication:

- name of the child
- 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
- name of the medication to be administered
- time and date the medication is to be administered
- dosage of the medication to be administered
- manner in which the medication is to be administered
- period of authorisation from and to
- date the authorisation is signed.

**Medical treatment of the child including transportation by an ambulance service** (include and authorised initially as part of the child's enrolment record or as amended at a later date)

- name of the child
- authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service and
- 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 and if available the child's Medicare number
- name of the parent or guardian providing authorisation
- relationship to the child
- signature of the person providing authorisation
- date the authorisation is signed.

**Emergency Medical Treatment** (included and authorised initially as part of the child's enrolment record or as amended at a later date)

- Preschool educators are able to seek emergency medical assistance for a child as required without seeking further authorisation from a parent or guardian (i.e. medical practitioner, ambulance or hospital) including for those emergencies relating to asthma and anaphylaxis.

## Acceptance and Refusal of Authorisations Policy cont'd

**Collection of children** (included and authorised initially as part of the child's enrolment record or as amended at a later date):

- name of the child
- name of the parent or the guardian of the child or the authorised nominee on the enrolment form
- name of the person/s authorised by a parent or authorised nominee named in the child's enrolment record to collect the child
- relationship to the child of the persons authorised to collect the child from the premises
- signature of the person providing authorisation
- the date the authorisation is signed.

### **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 i.e. at the time of enrolment.

- name of the child
- date of the excursion (unless the authorisation is for a regular outing, please specify details)
- a description of the proposed destination for the excursion
- method of transport to be used
- proposed activities to be undertaken by the child during the excursion
- period the child will be away from the premises
- anticipated number of children likely to be attending the excursion
- anticipated educators/child ratio to and attending the excursion
- anticipated number of staff members/ other adults who will be on the excursion
- that a risk assessment has been prepared and is available at the service
- the name of the parent or guardian providing authorisation
- the relationship to the child
- the signature and date of the person providing authorisation.

### **Verification of Authorisation**

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

If incomplete or inappropriately signed, the authorisation form will be returned for correction.

No action with regard to the specific activity requiring authorisation should occur unless the authorisation form has been completed correctly and appropriately signed.

### **Storage of Authorisation Forms**

All medical authorisation forms are filed with the child's enrolment details and individual medical baskets. All excursion and permission forms are filed in a central folder, located in the office.

### **Source:**

**DECD Acceptance and Refusal of Authorisations Policy, 2012**

### **Review**

This policy will be shared with all new staff and families, and is available on the website and in the preschool policies folder.

This policy has been developed in consultation with the Governing Council, staff and families of the centre.

This policy will be reviewed and evaluated regularly and modified as required to ensure continued relevance for the centre.

Date: 22<sup>nd</sup> March 2017