



PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE

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PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE (PHWMCC) ACCEPTANCE & REFUSAL OF AUTHORISATIONS POLICY

Introduction

Pennant Hills War Memorial Children's Centre has a responsibility to protect the health, safety and wellbeing of each child at all times. Educators require authorisation for actions such as administration of medications, collection of children, excursions and providing access to personal records. This policy outlines what constitutes a correct authorisation and what does not, and may therefore result in a refusal.

Aim

Pennant Hills War Memorial Children's Centre will ensure that we act in accordance with correct authorisation from parent/guardians as described in the *Education and Care Services National Regulations, 2011* (National Regulations) for

- administering medication to children (Regulation 92);
- children leaving the premises in the care of someone other than their parent (Regulation 99) other than in the case of an emergency; and
- children being taken on excursions (Regulation 102).

Procedure

Refusing a Written Authorisation

On receipt of a written authorisation from a parent/guardian that does not meet the requirements outlined in the related Preschool policy, the Approved Provider or Nominated Supervisor will:

- Immediately explain to the parent/guardian that their written authorisation does not meet legislative and policy guidelines.
- Provide the parent/guardian with a copy of the relevant preschool policy and ensure that they understand the reasons for the refusal of the authorisation.
- Request that an appropriate alternative written authorisation is provided by the parent/guardian.
- In instances where the parent/guardian cannot be immediately contacted to provide an alternative written authorisation, follow related policy procedures pertaining to the authorisation type.
- Follow up with the parent/guardian, where required, to ensure that an appropriate written authorisation is obtained.

Roles and Responsibilities

Approved Provider

- Ensure the service operates in line with the *Education and Care Services National Law (2010)* and the National Regulations.

Nominated Supervisor

- Provide supervision, guidance and advice to ensure adherence to the policy at all times.
- Ensure all authorisations will be retained within the Enrolment Form original copy, and will include:
 - The name of each child enrolled in the preschool
 - The date
 - The signature of the child's parent / guardian or nominated contact person who is on the enrolment form
- Ensure that all parents/guardians have completed the authorised nominee section of their child's enrolment form and that the form is signed and dated before the child is enrolled at the service.
- Ensure children are adequately supervised, are not subject to inappropriate discipline, and are protected from harms and hazards

Educators

- Apply these authorisations to the collection of children, administration of medication, excursion and access to records.
- Exercise the right of refusal if written or verbal authorisations do not comply.
- Waive compliance 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 it is noted on medical plans and that parents/guardians are contacted as soon as practicable after the medication has been administered.

Families

- Ensure that you complete and sign the authorised nominee section of your child's Enrolment Form before your child attends the service.
- Keep child enrolment details forms current stating who the authorised nominees are.
- Inform service of current contact numbers to ensure you are contactable at all times.
- Communicate to Responsible Person and staff any individual requests regarding authorisations.
- Ensure that where children require medication to be administered by educators or other staff, you authorise this in writing, sign and date it for inclusion in your child's medical record

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the preschool will review this policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children at the preschool are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the preschool; a family's ability to utilise the preschool; the fees charged or the ways in which fees are collected.

Definitions:

Regulatory Authority: Early Childhood Education and Care Directorate

Approved Provider: Pennant Hills War Memorial Children's Centre Management Committee
Nominated Supervisor: Director of Pennant Hills War Memorial Children's Centre
Responsible Person: Nominated Supervisor or an Educator who has been placed in day-to-day charge of the Preschool
Early Childhood Educators: Teachers and Child Care Workers

Related legislation: Education and Care Services National Law Act 2010: Section 167
Education and Care Services National Regulations 2011: Regulations 99, 102,160,161,168 (2)(m)
Family Law Act 1975 (Cth) as amended 2011
Children and Young Persons (Care and Protection) Act 1998

Related Guidelines, Standards, Frameworks: National Quality Standard, Quality Area 2: Children's Health and Safety,
National Quality Standard, Quality Area 7: Governance and Leadership

Sources: Community Early Learning Australia – Acceptance and Refusal of Authorisations Sample Policy

Relevant Documents: PHWMCC Enrolment Form
Medical Conditions Policy's – Asthma, Anaphylaxis, Diabetes

Policy reviewed: June 2018

Next review date: June 2020