



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

Introduction

The *Education and Care Services National Regulations (2011)* require Approved Providers to ensure services have policies and procedures in place in relation to the acceptance and refusal of authorisations. These procedures ensure that required authorisations are obtained and kept in the enrolment record.

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 transportation of children. This policy outlines the processes in place to manage these authorisations

Procedure

Obtaining an Authorisation

Authorisation must be obtained from parents / guardian or authorised nominees in the following circumstances

- 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;
- children being taken on excursions (Regulation 102); and
- transportation of children (Regulation 102D).

Parents/guardians are provided with adequate information and support to complete and maintain written authorisations.

Keeping Authorisations in the Enrolment Record

Authorisations must be kept in the enrolment record (regulation 161). These are:

- An authorisation, signed by a parent or a person named in the enrolment record as authorised to consent to the medical treatment of the child, for the approved provider, a nominated supervisor, or an educator to seek:
 - medical treatment for the child from a registered medical practitioner, hospital, or ambulance service;
 - transportation of the child by an ambulance service; and
 - if relevant, an authorisation given under regulation 102 for the education and care service to take the child on regular outings.

Prior to a child commencing at the service, the enrolment record is checked to ensure that all required written authorisations are completed and signed by the nominated parent /guardian.

Authorisations are monitored, maintained and stored confidentially.

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, Nominated Supervisor or delegated authority 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 that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure that an enrolment record is kept for each child that includes authorisations signed by a parent or a person authorised to consent to the medical treatment of the child if relevant, in relation to:
 - seeking medical treatment from a registered medical practitioner, hospital or ambulance service
 - transportation by an ambulance service
 - regular outings and transportation (regulations 160, 161).
- Ensure that a medication record is kept that includes the authorisation to administer medication signed by a parent or a person named in the enrolment record (regulation 92).
- Ensure that medication is only administered or self-administered if authorised or, in an emergency, authorisation is provided verbally by:
 - a parent or a person named in the enrolment record
 - a registered medical practitioner or an emergency service if the parent or person named in the enrolment record cannot be contacted (regulations 93, 96)
 - in the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation (regulation 94).
- Ensure that children only leave the service premises, FDC residence or approved FDC venue with a parent, an authorised nominee named in the enrolment record, or a person named in the enrolment record to collect the child (regulation 99).
- Ensure all children have appropriate authorisation to leave the service on an excursion or regular outing (regulation 102).
- Ensure no child is transported by the service without authorisation from a parent or other person named in the enrolment record (regulation 102D).
- Ensure systems requiring authorisations are in place for other legal requirements or quality practices.
- Ensure authorisations are kept up-to-date

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
- Apply these authorisations to the collection of children, medical treatment of or administration of medication, excursion, transportation of children, and transportation via ambulance.
- Ensure authorisations are stored with each individual child's enrolment record.
- 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
- Implement and oversee authorisation systems for other legal requirements or quality practices.
- Ensure authorisations are kept up-to-date.
- Implement processes for circumstances where authorisations may be refused/not applicable.

Educators

- Apply these authorisations to the collection of children, administration of medication, excursion and access to records.
- 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.
- Ensure all action plans are carried out in line with the *Acceptance and Refusal of Authorisations Policy* and procedures.

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 the Responsible Person and staff any individual requests regarding authorisations.
- Update educators in relation to any medical conditions, medical plans or ongoing medication requirements. This includes the names of medications, dosage, signs, and symptoms and contact information for any relevant health professionals
- 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 three 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 92, 94, 96, 99, 102, 102(D), 160,161,168, 169, 170, 171, 172
Family Law Act 1975 (Cth) as amended 2011
Children and Young Persons (Care and Protection) Act 1998
Australian Child Protection Legislation
<https://aifs.gov.au/cfca/publications/australian-child-protection-legislation>

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
PHWMCC Administration of Medication Policy
PHWMCC Excursion Policy
PHWMCC Medical Conditions Policy
PHWMCC Transportation of Children Policy

Policy reviewed:

July 2022

Next review date:

July 2025