**Acceptance and Refusal Authorisation Policy**

Under the National Law and Regulations, early childhood services are required to obtain written authorisation from parents/guardians, and authorised nominees in some circumstances, to ensure that the health, safety, wellbeing and best interests of the 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)**

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| 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**

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| Children (Education and Care Services) National Law NSW  |
| 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 |
| 170 | Policies and procedures must be followed |

**RELATED POLICIES**

Administration of Medication Policy

Anaphylaxis Management Policy

Arrival and Departure Policy

Asthma Management Policy

Child Protection Policy

Child Safe Environment Policy

Enrolment and Orientation Policy

Epilepsy Management Policy

Excursion Policy

Incident, Injury, Trauma & Illness Policy

Orientation of Families Policy

Sun Safety Policy

Water Safety Policy

**PURPOSE**

We aim to ensure that all educators, staff and volunteers are consistent in how authorisations are managed and understand what does or does not constitute a correct authorisation, which consequently may lead to a refusal. 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.

**SCOPE**

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

**IMPLEMENTATION**

Our Service will ensure we comply with the current Education and Care Services National Regulations, which require parent or guardian authorisation to be provided in matters, which include:

* + Administration of medication to children
	+ Administration of medical treatment, dental treatment, general first aid treatment.
	+ Emergency Ambulance transportation
	+ Excursions including regular outings
	+ Incursions
	+ 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 will ensure that:

* The Acceptance and Refusal Authorisation Policy is reviewed and maintained by Service management and adhered to at all times by educators and staff
* All 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 authorized nominees (refer to Enrolment Policy), 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 person prior to the excursion (refer to Excursion Policy).
* Parent/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 (excluding Paracetamol) to be administered by educators/staff, that an Administration of Medication Record is completed and authorisation provided by the parent/guardian or authorised nominee and included with the child's record. (Refer to Administration of Medication Policy)
* Educators/staff do not administer medication without the 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 (refer to Enrolment Form, Administration of Medication Policy, Incident, Injury, Trauma and Illness Policy, Emergency and Evacuation Policy, Asthma Management Policy, Anaphylaxis Management Policy and Epilepsy Management Policy).
* Educators and staff only allow a child to participate in regular outings and regular transportation with the written authorization of a parent/guardian or authorised nominee name in the child’s enrolment record.
* 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
		- 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 (Refer to Arrival and Departure of Children Policy and Emergency Evacuation Policy).
* There are procedures in place if 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 (refer to Arrival and Departure of Children Policy)

A Nominated Supervisor/ Responsible Person will:

* Follow the policies and procedures of the Service.
* Ensure documentation relating to authorisations contains:
1. The name of the child enrolled in the service
2. Date
3. Signature of the child’s parent/guardian and nominated contact person who is on the enrolment form.
* Keep all authorisations relating to children in their enrolment record.
* Exercise the right to 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:
	+ 1. The details of the authorisation
		2. Why the authorisation was refused, and
		3. 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. (Refer to Refusal of Authorisation Record)
* Waive compliance 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 (refer to Administration of Medication Policy, Incident, Injury, Trauma and Illness Policy, Emergency and Evacuation Policy, Asthma and Anaphylaxis Policy).
* Ensure a child only departs from the service 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
		- 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 of Policy and Emergency Evacuation Policy).
* Ensure that written authorization is provided by the parent or other person named in the child’s enrolment record for regular outing.
* Ensure a child is not taken outside the service premises on an excursion except with the written authorisation of a parent/guardian or authorised person
* 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 written authorization is provided by the parent or other person named in the child’s enrolment record for a regular outing.
* 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 person.
* Check that parents/guardians or an authorised nominee sign the attendance record as 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 or anaphylaxis emergency
* Allow a child to depart from the Service only 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 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 regular outings
* 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 then 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

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

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| Administration of medication: | * The name of the child
* Administration of Medication Record is signed by a parent or a 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 medication is to be administered
* The dosage of the medication to be administered
* Method of dosage (e.g.: oral or inhaled)
* The period of authorisation. (Actual days and dates: from and to)
* The date the authorisation is signed
* Medication in its original container and bearing the correct child’s name.
* 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 person checks the signed Authority to Administer Medication record, checks the dosage or the medication, and witnesses its administration.
* The Educator administering medication and witness must write their full name and sign the medication record.
* Details of the administration must be recorded in the medication record.
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| 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 or medical service.
* The child's Medicare number
* The name of the parent or guardian providing authorisation
* The relationship to the child
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| 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 (i.e. medical practitioner, ambulance or hospital) without seeking further authorisation from a parent or guardian in the case of an emergency, including for those emergencies relating to medical conditions noted on the enrolment form.
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| Excursions  | * The name of the child
* The date of the excursion
* The reason for the excursion
* The proposed destination for the excursion
* The method of transport to be used
* The route to be taken to the excursion and returned
* Period of time away from the Service – including time leaving the Service and time returning to the Service.
* Proposed activities to be undertaken by the child during the excursion.
* The anticipated number of children likely to be attending the excursion
* The ratio of Educators attending the excursion to the number of children attending the excursion
* The 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
* The name of the parent or guardian providing authorisation
* The relationship to the child
* The 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)
* The items that should be taken on the excursion.
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| 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 or the authorised nominee on the enrolment form providing authorisation
* The 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
* The relationship to the child of the persons authorised to collect the child from the premises
* The signature of the person providing authorisation and date
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| Sunscreen Application  | * Name of child
* Permission authorised for staff to apply sunscreen supplied by the Service or
* Permission authorised for staff to apply sunscreen supplied by the parent/guardian
* Parent signature and date

*NOTE: The use of sunscreen on babies under 6 months is not recommended due to their sensitive skin* |

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| Confirmation of Authorisation | * All authorisation forms received (other than the initial enrolment form) are to be checked 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 on the enrolment form.
* If incomplete or inappropriately signed, the authorisation form should be returned to the parent or guardian for correction
* Children will be suspended from any activity requiring authorisation until the appropriate form has been correctly completed and signed.
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**Source**

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| * Australian Children’s Education & Care Quality Authority. (2014)
* Cancer Council. Preventing cancer: Sun protections: <https://www.cancer.org.au/preventing-cancer/sun-protection/>
* Early Childhood Australia Code of Ethics. (2016)
* Education and Care Services National Law Act 2010. (Amended 2018).
* Education and Care Services National Regulations (2011).
* Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
* Guide to the National Quality Standard. (2017).
* Revised National Quality Standard. (2018).
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**REVIEW**

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| Policy Reviewed  | Modifications  | Next Review Date  |
| January 2018 | * Minor changes made to comply with changes to the Education and Care National Regulations.
* Added related policy section
 | January 2019 |
| January 2019 | * Additional information added to points
* Related policies added to
* Rearranged the order of points for better flow.
* Sources/references corrected, updated and alphabetised.
 | January 2020 |
| January 2020 | * Minor changes to grammar
* Permission for sunscreen added
* Sources checked for currency
 | January 2021 |
| June 2020 | * Small edits to align with Arrival and Departure Policy
* Additional information for refusals of authorisation – Child Protection Legislation
* Addition of regulations regarding Asthma and Anaphylaxis and access for parents
* Additional related policies
 | January 2021 |
| August 2021 | * Additional information added
* Written authorization requirements for regular outings added
* Sources checked for currency
 | February 2022 |

Signature of Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Busy Kids Child Care