



POLICY STATEMENT Children Services Unit

ACCEPTANCE AND REFUSAL OF AUTHORISATION

POLICY ADOPTED: 17 June 2014

Policy Objective:

Bland Shire Children Services Unit has a responsibility to protect the health, safety and well-being of each child at all times. Having policies and practices for authorisations ensures children are safe when being educated and cared for and those services meet their regulatory obligations. This policy outlines what constitutes a correct authorisation and what does not, and may therefore result in refusal.

Policy Statement:

Bland Shire Children Services Unit requires authorisations for actions such as administration of medication to children, children leaving the premises in the care of someone other than their parent, children participating in excursions, transportation of children, publicity and providing access to personal records.

Statutory Legislation and Considerations:

Children (Education and Care Services National Law Application) Act 2010.

Education and Care Services National Regulations 2011: 92, 94, 96, 99, 102, 102D, 160, 161, 168, 170.

National Quality Standard 7.1.2

Definitions:

In this policy 'staff' refers to staff employed by Bland Shire Children Services Unit and Educators registered with the Bland/Temora Family Day Care.

Responsibilities:

The Nominated Supervisor will:

- ensure documentation relating to authorisations contain at minimum:
 - the name of the child enrolled in the service;
 - date;
 - signature of either the child's parent/guardian or the Authorised Nominee;
 - details required under the Education and Care Services National Regulations as applicable to the authorisation type.
- Accept an emailed copy of the original form/letter.
- Apply authorisations to the collection of children, administration of medication, authority for excursions/regular outings, transportation of children, emergency evacuations and publicity.
- ensure that a child being educated and cared for by the service is not transported by the service or on transportation arranged by the service unless written authorisation has been given.
- Ensure authorisations for the consent to medical treatment of the child, for the Service to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service and transportation of the child by an ambulance service; and for the service to take the child on regular outings will be retained with the enrolment record.

- Ensure all documents are stored in accordance with Council's record keeping procedures.
- 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 or Family Day Care Educator can administer medication without authorisation in these cases. Parents/guardians are contacted as soon as practicable after the medication has been administered.
- Ensure parents/guardians or the Authorised Nominee sign relevant forms including child attendance records, excursion forms, medication forms.
- Outline on Enrolment Forms what an Authorised Nominee is able to authorise in relation to the child at the Service.

Educators will ensure:

- Medication is not administered without the appropriate authorisation, except in the case of an anaphylaxis or asthma emergency.
- That a child being educated and cared for by the service is not transported by the service or on transportation arranged by the service unless appropriate written authorisation has been given.
- That a child is not taken outside the education and care service premises on an excursion or regular outing unless appropriate written authorisation has been provided.
- That a child is only given into the care of a parent (with the consideration of court orders) or Authorised Nominee as indicated on the child's enrolment record.
- Refusal procedures are followed if an authorisation does not meet requirements of this policy and regulations.

Recommended Practices:

Refusing a Written Authorisation

Refusal will occur if:

- The parent or Authorised Nominee does not appear to be fit to take care of the child
- The child has been given authorisation to leave the service alone (Vacation Care and Family Day Care), however they do not appear to be capable or the environment they would be in alone is unsafe.
- An authorisation received by the service for an excursion, regular outing or transportation does not meet the requirements of regulation, such as it appears to not have been signed by a person authorised to sign.
- An authorisation is from a parent who is prohibited by a court order from having contact with the child.
- The permission form is incomplete, e.g. not dated and/or not signed; completed, dated and signed by someone other than a parent or Authorised Nominee as recorded on the child's enrolment record.

On receipt of a written or verbal authorisation from a parent/guardian or Authorised Nominee that does not meet the requirements outlined in the related service policy, the Nominated Supervisor or delegated authority will:

- Explain to the parent/guardian or Authorised Nominee that their written documentation does not meet the legislative and policy guidelines and cannot be accepted.
- Request that the parent/guardian or Authorised Nominee provide an appropriate alternative written authorisation.
- Provide the parent/guardian or Authorised Nominee with a copy of the relevant service policy on request.

If an authorisation is refused by the service, it is best practice to document:

- the details of the authorisation
- why the authorisation was refused

- actions taken by the service (i.e. 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, what action was taken to ensure that the child was collected).

References:

Australian Children's Education and Care Quality Authority (2020) Guide to the National Quality Framework.

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Appendices:

Nil

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director of Corporate and Community Services		
EDRMS Doc. ID	373058		
Superceded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
20 November 2012	0		
17 June 2014	1 (reviewed – no changes)	12062014	May 2016
May 2016	2		May 2018
19 June 2018	3		March 2020
9 March 2021	4		March 2023
Related Council Policy / Procedure			