

QA6 – ACCEPTANCE AND REFUSAL OF AUTHORISATIONS PROCEDURE

INFORMATION

To ensure the safety and wellbeing of the children in our care we will seek and follow written authorisations from parents/guardians for a range of things, including administering medication, going on excursions, and children leaving the centre with someone other than their parent/guardian. There may also be times in which a Nominated Supervisor/Responsible Person refuses an authorisation or does not seek one.

The following procedure outlines the circumstances in which we will accept, refuse, or not seek, an authorisation.

RESPONSIBILITY

All team members, students, volunteers and visitors must comply with this procedure.

PROCEDURE

WHAT IS A 'WRITTEN AUTHORISATION'?

- A 'Written authorisation' will only be accepted from a parent/guardian, or a person detailed by the parent/guardian in the child's enrolment forms. Persons nominated by a parent/guardian must be at least 16 years of age.
- It must contain the person's name and signature, the child's name, the date and the response in relation to the request. For example, the person needs to have indicated "Yes" or "No" in relation to administering paracetamol in the event of a high temperature.

TYPES OF AUTHORISATIONS BEING SOUGHT

We will seek written authorisation in relation a range of matters, including but not limited to:

- The enrolment of children, which will include the naming of authorised persons who are approved to consent to medical treatment or trips outside the service premises
- Children leaving the premises in the care of someone other than a parent/guardian
- The administration of medication
- The administration of medical treatment, dental treatment, general first aid products and ambulance transportation
- Excursions including regular outings
- Incursions
- The taking and using photographs – a number of authorisations will be sought in relation to this topic, which include but are not limited to, the taking of photos for use within the centre, the taking of photos by visiting students, the use of photos in the centre newsletter
- Engaging in water-based activities or excursions

WHEN OR WHY WOULD AN AUTHORISATION BE REFUSED?

A Nominated Supervisor/Responsible Person may decide to refuse an authorisation if they believe it is in the best interests of the child's safety and wellbeing, *for example*, they may refuse:

- to allow a child to leave with a person who is authorised to collect the child if they believe that person is under the influence of alcohol or drugs.
- to accept a parent/guardian's authorisation that the child's 12-year-old sibling can collect the child from the centre.
- to accept an authorisation that a pre-school age child can self-administer medication if they have a valid belief that the child is not capable to do so.
- a written authorisation for a child to attend an excursion if the name and signature of the person giving authorisation is unknown or illegible.
- If the authorisation does not comply with the National Law and Regulations.

Please note: *The Nominated Supervisor/Responsible Person will notify the Approved Provider as soon as practicable when a written authorisation does not meet the service's requirements, or when an authorisation has been refused*

WHEN AN AUTHORISATION ISN'T REQUIRED

There are some situations whereby a child's safety and wellbeing may be at risk and therefore an authorisation is not required for the Nominated Supervisor/Person in Charge to act. Those situations are detailed in the National Law and Regulations and include:

- Medication being administered to a child without an authorisation in the case of an anaphylaxis or asthma emergency. Treatment will be provided by a team member trained in emergency asthma and anaphylaxis care. If this occurs, the approved provider, or nominated supervisor will notify the parent/guardian of the child, and emergency services, as soon as practicable.
- The child being given into the care of a person or taken outside the premises because the child requires medical, hospital or ambulance care or treatment, or because of another emergency. If this occurs, the approved provider, or nominated supervisor will notify the parent/guardian of the child as soon as practicable.

Please note: *If one of the above situations occurs, the Nominated Supervisor/Responsible Person will report the event to the Regulatory Authority as soon as practicable, and within 24 hours of the event occurring.*

RECORDING AND STORING AUTHORISATIONS

- All acceptance and refusal of authorisations will be recorded and stored securely on a child's file.
- If an authorisation is refused, the following will be documented and kept on the child's file:
 - The details of the authorisation
 - Why the authorisation was refused
 - Actions taken - for example, if an authorised nominee was refused to collect the child as they were under the influence of alcohol, what action was taken to ensure the child was collected safely?

ACKNOWLEDGEMENTS, REFERENCES AND RESOURCES

ACECQA. (2018). *Guide to the National Quality Framework*. Retrieved 12 July 2019 from <http://files.acecqa.gov.au/files/NQF/Guide-to-the-NQF.pdf>

Victorian Education and Training. (2018). *Acceptance and refusal of authorisations policy*. Retrieved 12 July 2019 from <https://www.education.vic.gov.au/childhood/providers/regulation/Pages/authorisationspolicy.aspx>

DOCUMENT CONTROL

Date Reviewed	Modifications
Nov 2019	Reviewed and created new policy document
18 January 2022	No changes