

# ACCEPTANCE and REFUSAL of AUTHORISATION POLICY

## Policy Statement

The purpose of the *Acceptance and Refusal of Authorisation Policy* at Little.ly Early Learning Centre is to recognise the trust in which families have put into our service to protect and care for their child by ensuring we have the required legal written authorisations for each child and that all staff manage these authorisations correctly and consistently.

## Scope

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

## Background

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

These circumstances include but are not limited to: self-administration of medication [Regulation 96] children leaving the service premises [Regulation 99] children being taken on excursions [Regulation 102].

However, in exceptional circumstances there may be circumstances where the service refuses an authorisation. Decisions around refusing an authorisation will be made on a case-by-case basis for example: if an authorisation received by the service for an excursion does not meet the requirements of regulation 102, such as it appears to not have been signed by a person authorised to sign.

## Legislative Requirements

### National Quality Standards

Quality Area 2 and 7		
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	Incidents 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
7.1.3	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

## Education and Care Services National Regulations

92	Medication record
93	Administration of medication
96	Self administration of medication
99	Children leaving the education and Care Service
102	Authorisation for excursions
160	Child enrolment records to be kept by the approved provider
161	Authorisations to be kept in an enrolment form
168	Education and care service must have policies and procedures

## Principles that inform our policy

All decision making about our *Acceptance and Refusal of Authorisation Procedures* are carried out in accordance with the principles of our *Acceptance and Refusal of Authorisation Policy*.

### General Considerations

Little.ly Early Learning Centre will comply with its obligations under the Education and Care Regulations to ensure the safety and protection of all children. This procedure will outline steps to ensure authorisations are documented on enrolment, updated when required and executed appropriately by staff at all times.

### Authorisations are required for each child for the following:

- Children leaving the premises with someone other than the parent/guardian
- Taking or use of images and videos
- Excursions / Incursions
- Administering medical treatment such as first aid (unless in an emergency including asthma and anaphylaxis)
- The administration of medication in any form
- Authorised nominees and emergency contacts that have the authority to deliver/collect the child and give permission for medical treatment
- Water-based activities

Authorisations must include the child's full name, date, the signature of parent/guardian and a nominated contact person who is on the enrolment form.

### Collection of children

- Refer to *Arrival and Collection Policy*

### Excursions and incursions

- Refer to the *Excursions and Transport Policy*

## Administration of medication

- Refer to *Administration of Medication Policy*

Medical treatment including emergency medical treatment and transportation in an ambulance (initial authorisation will occur at the time of enrolment) The service has the right to refuse the family if they chose not to provide authorisations for medical treatment or emergency contact.

- 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 name of the parent or guardian providing authorisation
- The relationship to the child
- The signature of the person providing authorisation and date
- The Service is able to seek emergency medical care for a child as required without seeking further authorisation from a parent or guardian in the case of an emergency
- Refer to *Incident, Injury, Trauma and Illness Policy*

## Images, videos and water-based experiences [authorisation will be collected at the time of enrolment]

- Name of the child
- Full name of parent/ guardian
- Signature of parent/ guardian
- Date of signature
- All details to be completed on the form that details the conditions and authorisation of images and videos

## Key Terms

Term	Meaning	Source
Inappropriate person	A person who may pose a risk to the health, safety or wellbeing of any child attending the education and care service, or whose behaviour or state of mind make it inappropriate for him/her to be on the premises e.g. a person under the influence of drugs or alcohol.	Act 171 [3]

## Links to other policies

- Australian Children’s Education & Care Quality Authority [2014].
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- Revised National Quality Standard 2018.
- Acceptance and refusal of authorisation <https://www.education.vic.gov.au/childhood/providers/regulation/Pages/authorisationspolicy.aspx>

## Induction and ongoing training

Little.ly requires that induction and ongoing training of all staff include the *Acceptance and Refusal of Authorisation Policy* to enable staff to fulfill their roles effectively. In addition Little.ly promotes information sharing at staff meetings, sharing of information received from industry trends or changes in legislation, and in consultation at policy review sessions.

## Policy created/reviewed

Policy Reviewed	Modifications	Next Review Date
Implemented February 2019		February 2020
February 2020	Minor changes made to comply with changes to the Education and Care National Regulations.	February 2021
August 2021	Reviewed policy following endorsement of the ECEC package	August 2022

## Monitoring, evaluation and review

This policy will be reviewed annually or on occurrence of any relevant legislative change. Management of Little.ly will conduct reviews in consultation at staff meetings.

# ACCEPTANCE and REFUSAL of AUTHORISATION PROCEDURE

Management will plan and arrange the orientation and the educators will implement the orientation

**Management will:**

- Ensure staff and families comply with the policy which includes the *Acceptance and Refusal of Authorisation Policy*
- Ensure child only commences care after enrolment form has been submitted and all authorisations have been completed. This includes permission to take images, videos and participate in water play
- Provide a copy of the related policies to families and verbally discuss their requirements
- Develop excursion forms that meet the Education and Care Regulation requirements
- Maintain attendance records of children, visitors and staff. This will include time of arrival and departure
- Maintain emergency contact forms and authorised nominees for staff and families
- Review medical records to ensure they are compliant
- In the event of emergency, asthma or anaphylaxis where authorisation has not been obtained contact the parent/guardian as soon as possible
- Ensure procedures are in place if a non-authorised person attempts to collect the child
- Maintain all authorisations in the child's enrolment and filed appropriately
- Ensure child only departs service with a person who is authorised

**Educators will:**

- Comply with the *Acceptance of Authorisation and Refusal Policy*
- Ensure medication records and permissions are completed correctly by the parent/guardian before and after medication are received
- Not administer medication without authorisation as per *Administration of Medication Policy* unless in an emergency including asthma and anaphylaxis
- Distribute, collect and review excursion forms to ensure all required details and authorisations are complete
- Ensure child departs service only with a person that is authorised to collect the child as directed in the *Arrival and Collection Policy*
- Ensure children are signed in and out correctly every day they attend
- Inform management when a written authorisation does not meet legal requirements as outlined

- Provide adequate supervision around water play experiences

#### **Families will:**

- Read and complying with the policies and procedures of the service
- Complete and sign the authorised nominee section of the enrolment form
- Signing and date permission forms for excursion
- Sign the attendance record when their child arrives at and departs from the service
- Provide written authorisation where children require medication to be administered by educators/staff

#### **Refusal of Authorisation from the parent**

When a parent/ guardian does not provide authorisations that comply with the Education and Care Regulations the service has the right to refuse. In this even management will document the following:

- The specific details of the authorisation
- The circumstances around the authorisation being refused
- Actions are taken by the service in the event – An event can include parent/guardian not providing the information required for enrolment or once enrolled not complying with authorisation requirement such as not signing the attendance record or filling out medication forms
- If an authorisation form is not completed to the requirements of the education and care Regulations will be returned to the parent/guardian. Management to support parent to complete the form correctly

#### **Refusal of authorisation by the Service – examples include but are not limited to:**

- The sibling or older child authorised to take another child out of the service does not appear to be capable
- The child is given authorisation to leave the service alone, however they do not appear to be capable or the environment they would be in alone is unsafe
- The parent or authorised person does not appear to be fit to take care of the child and is deemed an inappropriate person by the Service
- Someone who has not been authorised to consent to the administration of medication to the child asks the service to administer medication to that child
- The service is asked to administer medication to a child that is not in accordance with the legislative requirements, e.g.the medication is not in its original container,

does not have the original label

with the child's name, or has passed the expiry date

- Self-administration of medication of a child under preschool age
- Written authorisation has not been provided by a person with the authority to consent to the self-administration of medication
- The authorisation received for the excursion does not appear to have been signed by a person authorised to sign