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# POLICY AND PROCEDURE

Document Name:	Acceptance and Refusal of Authorisation
Review Dates:	November 2021
Review Cycle:	Every 3 years
Approved By:	Executive Director
Approval Date:	08/11/2021

## ACCEPTANCE AND REFUSAL OF AUTHORISATION

### 1. POLICY STATEMENT AND/OR PURPOSE

This policy outlines authorisations requirements for services and actions to be taken where an authorisation submitted by parents or guardians is incomplete and therefore could lead to refusal to enact the authorisation.

Under the Education and Care Services National Regulations, an approved provider must ensure that policies and procedures are in place in relation to the acceptance and refusal of authorisations (regulation 168) and take reasonable steps to ensure those policies and procedures are followed (regulation 170).

### 2. APPLICATION

This procedure applies to all Catholic Early Learning and Care Services in the Diocese of Cairns.

### 3. PROCEDURE

Education and Care Services National Regulations require parent or guardian authorisation to be provided in matters relating to

- administering medication to children (regulation 92)
- children leaving the premises in the care of the parent or the authorised nominee (regulation 99)
- excursions, including transportation (regulation 102)
- transport provided or arranged by the service (regulation 102D)
- seeking medical treatment for children and transportation by an ambulance service (regulation 161).

#### **Authorisation requirements:**

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

#### **Administration of medication (please refer to the Administration of Medication Policy for further details):**

- The details the parent/guardian provides to the service must match the details on the medication dispensing label. All medication must have a dispensing label or it will not be administered.
- The name of the child.
- The authorisation to administer medication, signed by a parent or 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 medications is to be administered.
- The dosage of the medication to be administered.
- The period of authorisation.
- The date the authorisation is signed.

**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 and if available the child's Medicare number.
- The name of the parent or guardian providing authorisation.
- The relationship to the child.
- The signature of the person providing authorisation and date.

**Emergency medical treatment (included and authorised initially as part of the child's enrolment record or as updated during enrolment):**

- The service is able to seek emergency medical assistance for a child as required without seeking further authorisation from a parent or guardian in the case of an emergency (i.e. medical practitioner, ambulance or hospital) including for those emergencies relating to asthma and anaphylaxis.

**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.
- Excursions (including regular outings)

**Refusal of collection of children authorisation:**

- Authorisations may be refused for a number of reasons, but not limited to, such as:
  - Family Court Order / Custody Order
  - No authority to collect provided
  - Person collecting is suspected to be under the influence or intoxicated
- CELC's primary responsibility is to the safety and welfare of all children in the service (as well as themselves).
- In any situation that has the potential to become dangerous it is best to co-operate and contact the police immediately
- Educators have a duty of care to ensure the safety of children in their care
- If an educator suspects that the safety of a child might be compromised the following steps will be followed:
  - Responsible Person/educator will suggest parent/guardian to contact a friend/relative to pick them up or offer to call a taxi
  - If a parent/guardian insists on collecting their child, staff will record this information and advise the parent or guardian of this
  - The police will also be contacted and advised of the situation

**If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period, otherwise the following is required:**

- The name of the child.
- The date of the excursion (if not for a regular outing).
- The reason for the excursion.
- The proposed destination for the excursion.
- The method of transport to be used.
- The activities to be undertaken by the child during the excursion.

- The period the child will be away from the premises.
- 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.
- 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.

### **Confirmation of Authorisation**

All authorisation forms received (other than the initial enrolment form) from parents or guardians are to be checked for completion and checked 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.

Unless confirmation has been proven, the activity will be suspended for the child's participation until the form has been completed and authorised correctly.

## **4. BREACHES OF THIS POLICY**

Appropriate disciplinary action will be taken against a person who is found to have breached the requirements contained within this document. Action taken will depend on the nature and circumstance of each breach and could include: an official warning and note on the individual's personnel file; a formal written and/or verbal apology; counselling; demotion; transfer; or suspension or dismissal for very serious matters.

## **5. ENQUIRIES**

Catholic Early Learning and Care Executive Director - [admin@cclc.catholic.org.au](mailto:admin@cclc.catholic.org.au)

## **6. SEE ALSO**

- Arrivals and Departures
- Emergency Management
- Transport
- Enrolments and Orientation
- First Aid and Medical Conditions
- Incident Management
- Management of Medical Conditions
- Record Management
- Education and Care Services National regulations 2011 Regulation
- Education and Care Services National Law Act 2010

## **7. APPROVAL**



Vicki Bell  
Executive Director  
Catholic Early Learning and Care

**Date: 19/11/2021**