



## Acceptance and Refusal of Authorisations Policy

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### Rationale and Policy Considerations

Under the National Law and Regulations, Education and Care Services are required to obtain written authorisation from parents/guardians, and/or authorised nominees in some circumstances, to ensure that the health, safety, wellbeing and best interests of the child are met. As a minimum, parent or guardian authorisation is to be provided in matters relating to administration of medication, medical treatment of the child including transportation by an ambulance service, collection of children from the service and excursions (including regular outings).

### Legislation and Government Requirements

- Education and Care Services National Law (WA) Act 2012.
- Education and Care Services National Regulations 2012.

### Scope

This policy is written for children, families, staff and visitors of Merino Court Childcare Centre

### Policy Statement

Merino Court Childcare Centre is required to obtain appropriate authorisation from parents or guardians in relation to certain matters. These matters include the administration of medication, transportation of children by an ambulance service, collection of children from the service and excursions (including regular outings). This policy outlines authorisation requirements 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.

### Policy Principles

- Where activities require authorisation, either to comply with national regulations, or to comply with our service policies, our service requires that the authorisation is provided in writing and is dated. An email is an acceptable form of authorisation in the event that a parent/guardian forgets to sign the relevant forms.
- Merino Court Childcare Centre does not accept verbal authorisations in any circumstances. The Education and Care Services National Regulations 2012 (Reg. 94), allows for the treatment of Anaphylaxis and Asthma emergencies without authorisation from a parent/guardian. In all other cases, educators will not act without prior written authority being provided.
- The Nominated Supervisor will:
  - ensure that all parents/guardians have completed the authorised nominee section of their child's enrolment form, and that the form is signed and dated before the child is enrolled at the service
  - Ensure documentation relating to authorisations contains:
    - the name of the child enrolled in the service;
    - date;
    - signature of the child's parent/guardian, or nominated contact person who is on the enrolment form;
  - Ensure that authorisations for the collection of children, administration of medication, excursion and access to records are completed.
  - Keep these authorisations in the enrolment record or relevant file.
  - Exercise the right of refusal if written authorisations do not comply with requirements.
  - Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The service can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered.

- All authorisation forms received (other than the initial enrolment form) from parents or guardians are to be checked for completion and are to be verified 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.
- No action with regard to the specific activity requiring authorisation should occur unless the authorisation form has been completed correctly and appropriately signed.

#### Procedure for refusing a written authorisation

- On receipt of a written authorisation from a parent/guardian that does not meet the requirements outlined in the related service policy, the Nominated Supervisor will:
  - immediately explain to the parent/guardian that their written authorisation contravenes service policy, and that it cannot be accepted
  - request that an appropriate alternative written authorisation is provided by the parent/guardian that complies with the requirements of the relevant service policy
  - ensure that procedures outlined in the relevant service policy are followed where a parent/guardian cannot be immediately contacted to provide an alternative written authorisation
  - follow-up with the parent/guardian, where required, to ensure that an appropriate written authorisation is obtained.

#### Related Documents

- Education and Care Services National Law Act 2010: Section 167
- Education and Care Services National Regulations 2011: Regulations 96, 99, 102, 160, 161, 168(2)(m), 170
- National Quality Standard, Quality Area 2: Children's Health and Safety Standard 2.3: Each child is protected

#### Links to other policies

- Administration of Medication Policy
- Child Safe Environment Policy
- Dealing with Medical Conditions Policy
- Delivery and Collection of Children Policy
- Enrolment and Orientation Policy
- Excursions and Service Events Policy
- Incident, Injury, Trauma and Illness Policy

#### Sources

Australian Children's Education and Care Quality Authority (ACECQA): [www.acecqa.gov.au](http://www.acecqa.gov.au)

[www.uws.edu.au/\\_data/assets/pdf\\_file/0018/408105/CSS3517\\_UWSELL\\_Policies\\_Acceptance\\_and\\_Refusal\\_of\\_Authorisation\\_Policy.pdf](http://www.uws.edu.au/_data/assets/pdf_file/0018/408105/CSS3517_UWSELL_Policies_Acceptance_and_Refusal_of_Authorisation_Policy.pdf)

[www.decd.sa.gov.au/childrensservices/files/links/Acceptance\\_and\\_Refusal\\_of.pdf](http://www.decd.sa.gov.au/childrensservices/files/links/Acceptance_and_Refusal_of.pdf)

[unicentre.uow.edu.au/content/groups/public/@web/@unic/@mrkt/documents/doc/uow146217.pdf](http://unicentre.uow.edu.au/content/groups/public/@web/@unic/@mrkt/documents/doc/uow146217.pdf)

#### Document History

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