



ACCEPTANCE AND REFUSAL OF AUTHORISATION POLICY

Introduction

Our education and care service requires authorisation for actions such as administration of medications, collection of children, excursions and providing access to personal records and we want to be consistent in how authorisations are managed. This policy outlines what constitutes a correct authorisation and what does not, and may therefore result in a refusal.

Strategies – How will it be done?

Both parents (or legal carers) are considered to have authority to authorise collection, excursions, medical and emergency information and notifications for their children. (even if they fail to complete the authorisations grid on their enrolment application)

Authorising people to collect their child can be done in a variety of ways

- a) Parents or Legal Carers can sign an "Authority to Collect" form at any time to add names to those authorised to collect.
- b) Parents or Legal Carers can write and sign a note or send an email or communication via Storypark, providing the name and phone number of those authorised to collect.
- c) Parents or Legal Carers can ring the service or speak to an educator at the service and provide the name and phone number of those authorised to collect and the message is recorded and signed by a staff member and the record is stored in the child's file and added to the Owna system.

See also Arrival and Departure and Collection of Children Policy

NB Where there is a dispute between parents about who is authorised to collect:

Unless there is a court order denying access both parents must be given access to the child. It would be usual then that either parent can therefore authorise a third party to collect a child on their behalf. However, if either parent disputes the third party's right to collect a child then access will be limited only to parents with access rights and other agreed upon third parties.

Any third parties previously agreed upon will only be removed from having collection access if- Both parents notify/ agree in writing or the third party is declared not fit by court order or such.

Parents or Legal Carers can authorise Excursions by signing "Ongoing excursion authorisation forms at the time of enrolment or by signing forms distributed at the time of a new excursion.

Parents or Legal Carer can authorise Administration of Medication by completing the relevant medication form at the time of presenting the medication for administration.

The enrolling parent is required to agree to emergency medical attention when they complete an enrolment form for their child.

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Parents or Legal Carers can authorise the centre to access emergency treatment for their child at enrolment by completing the Authorisations and Permission forms at the time of enrolment.

Families can provide details of others who are able to authorise at the time of enrolment by completing the authorisations.

These details automatically transfer to Owna records.

If a parent edits their form after enrolment the Service receives an email alerting them to the change.

Older/ Past application forms also have specific questions asking if the named contact is able to authorise Collections, Emergency Treatment, Excursions and Medical Treatment.

The Nominated supervisor or Responsible person will

1. Exercise the right of refusal if written or verbal authorisations do not comply.
2. Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The Educator or 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.

This policy is written to comply with the following Regulations.

Regulation	Authorisations
92	<p>The details to be recorded on a medication record includes the authorisation to administer medication (including self-administration if applicable) signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication.</p> <p>Medication may be administered to a child without an authorisation in case of an anaphylaxis or asthma emergency.</p>
99	<p>The approved provider, nominated supervisor and family day care educator must make sure that a child being educated and cared for by the service does not leave the premises except where the child:</p> <p>is given into the care of a parent, an authorised nominee named in the child's enrolment record or a person authorised by a parent or authorised nominee; or</p> <p>leaves in accordance with the written authorisation of the child's parent or authorised nominee; or</p> <p>is taken on an excursion; or</p> <p>is 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.</p>
102	<p>Authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the premises by an educator. The authorisation must state the information listed in regulation 102(4).</p>

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An authorisation signed by a parent or a person named in the enrolment record as authorised to consent to the medical treatment of the child, for the approved provider, nominated supervisor or an educator 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. If relevant, an authorisation given under regulation 102 for the service to take the child on regular outings

Refusal of Authorisations

Decisions around refusing an authorisation will be made on a case by case basis by the service and some examples of when an authorisation may be refused are outlined below.

If an authorisation is refused by the service, it is best practice to document the following and add to the child's file. In most cases this should be followed up with an "private conversation email via Storypark" as per Communication with Families Policy.

- 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).

<p>In what circumstances might an authorisation be refused? For example:</p> <p>if someone who has not been listed as authorised to authorise administration of medication to a child, asks the service to administer medication to the child</p> <p>if the service is asked to administer medication to a child that is not in accordance with the requirements of regulation 95 such as, being administered from its original container.</p>	<p>Administration of medication (regulation 92)</p>
<p>In what circumstances might an authorisation be refused? For example:</p> <p>if the parent or any other authorised nominee or person as listed in regulation 99 does not appear to be fit to take care of the child</p> <p>the sibling or older child authorised to take another child out of the service does not appear to be capable</p> <p>the child has been 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</p>	<p>Children leaving the education and care service premises (regulation 99)</p>

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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.	Authorisation for excursions (regulation 102)
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Sources

Children (Education and Care Services National Law Application) Act 2010
Education and Care Services National Regulations 2011 168(2)m

This policy links to the following NQS:
National Quality Standards: 2.2, 6.1, 7.1.2.

Related Policies

Arrival and Departure and Collection of Children Policy
Medication and Medical Conditions Policy
Incident, Injury and Trauma Policy

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