ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY/PROCEDURE

Policy Statement

Berri OSHC has clear processes to ensure that all requirements relating to authorisations are met as determined by the Law. These policies specifically outline for educators and families what steps they must take to ensure children are safe when being educated and cared for.

OSHC Services must obtain authorisation from parents/guardians and/or authorised nominees in some circumstances for situations such as:

- administering medication to children
- children leaving the premises in the care of someone other than their parent/guardian
- children being taken on excursions

Roles and Responsibilities

Approved provider - **Berri Primary School Governing Council**
● ensure that obligations under the Education and Care Services National Law and National Regulations are met ● ensure that an enrolment record is kept for each child that includes authorisations signed by a parent or a person authorised to consent to the medical treatment of the child if relevant, in relation to: ○ seeking medical treatment from a registered medical practitioner, hospital or ambulance service ○ transportation by an ambulance service ○ regular outings and transportation (regulations 160, 161) ● ensure that a medication record is kept that includes the authorisation to administer medication signed by a parent or a person named in the enrolment record (regulation 92) ● ensure that medication is only administered or self-administered if authorised or, in an emergency, authorisation is provided verbally by: ○ a parent or a person named in the enrolment record ○ a registered medical practitioner or an emergency service if the parent or person named in the enrolment record cannot be contacted (regulations 93, 96) ● in the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation (regulation 94) ● ensure that children only leave the service premises, with a parent, an authorised nominee named in the enrolment record, or a person named in the enrolment record to collect the child (regulation 99) ● ensure all children have appropriate authorisation to leave the service on an excursion or regular outing (regulation 102) ● ensure no child is transported by the service without authorisation from a parent or other person named in the enrolment record (regulation 102D) ● ensure systems requiring authorisations are in place for other legal requirements or quality practices, e.g. photos of children and privacy ● ensure authorisations are kept up-to-date ● put in place processes for circumstances where authorisations are refused/not applicable. For example: ○ where the service is asked to administer medication that is not in its original container (see regulation 95)

  - when leaving the service, the parent, authorised nominee or person as listed in regulation 99 does not appear to be fit to take the child
  - the child has been given authorisation to leave the service alone, however the environment they would be in is unsafe
- take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the Acceptance and refusal of authorisations policy and procedures
- ensure that copies of the policy and procedures are readily accessible to nominated supervisors, educators and staff, and available for inspection
- notify families at least 14 days before changing the policy or procedures if the changes will:
  - affect the fees charged or the way they are collected or
  - significantly impact the service's education and care of children or
  - significantly impact the family's ability to utilise the service.

Nominated supervisor/Director

- implement the Acceptance and refusal of authorisations policy and procedures
- ensure that the child's family completes and signs authorisations in the enrolment record and medication record (if relevant) before the child commences at the service
- ensure no child is transported by the service without an authorisation from their parent or other person named in the enrolment record
- ensure that medication is only administered or self-administered if authorised or, in an emergency, authorisation is provided verbally by:
  - a parent or a person named in the enrolment record
  - a registered medical practitioner or an emergency service if the parent or person named in the enrolment record cannot be contacted
- in the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation
- ensure that children only leave the service premises with a parent, an authorised nominee named in the enrolment record, or a person named in the enrolment record to collect the child
- ensure all children have appropriate authorisation to leave the service on an excursion or regular outing
- ensure no child is transported by the service without authorisation from a parent or other person named in the enrolment record
- implement and oversee authorisation systems for other legal requirements or quality practices, e.g. photos of children and privacy
- ensure authorisations are kept up-to-date
- implement processes for circumstances where authorisations may be refused/not applicable.

Educators

- ensure all action plans are carried out in line with the Acceptance and refusal of authorisations policy and procedures
- ensure that the child's family completes and signs authorisations in the enrolment record and medication record (if relevant) before the child commences at the service
- ensure no child is transported by the service without an authorisation from their parent or other person named in the enrolment record

- ensure that medication is only administered or self-administered if authorised or, in an emergency, authorisation is provided verbally by:
    - a parent or a person named in the enrolment record
    - a registered medical practitioner or an emergency service if the parent or person named in the enrolment record cannot be contacted
- in the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation
- ensure that children only leave the service premises with a parent, an authorised nominee named in the enrolment record, or a person named in the enrolment record to collect the child
- ensure all children have appropriate authorisation to leave the service on an excursion or regular outing
- ensure no child is transported by the service without authorisation from a parent or other person named in the enrolment record
- implement authorisation systems for other legal requirements or quality practices, e.g. photos of children and privacy
- ensure authorisations are kept up-to-date
- implement processes for circumstances where authorisations may be refused/not applicable.

Families

- complete and sign authorisations in the enrolment record and medication record (if relevant) before their child commences at the service
- complete and sign the authorisation for their child to attend excursions and/or to be transported by the service
- ensure any changes to authorisations or contact details are kept up-to-date
- be familiar with circumstances where authorisations may be refused/not applicable.

Procedure

- Berri OSHC will ensure that any documentation provided to families regarding authorisations required under the Education and Care Services National Law always includes the name of the child, date of effect, and signature of the child's parent/guardian or authorised person in connection with those identified on the child's enrolment form.
- These authorisations, and any other personal and/or health information, will only be disclosed to those authorised by the enrolling parent/guardian.
- Additional authorisations will be sought by the Service in relation to:
    - the administration of medication
    - children leaving the premises with someone other than their parent/guardian
    - children to be taken on excursions or attending incursions.
- Berri OSHC requires written authorisation from parents/guardians for instances where there may be risk associated. Families signing the enrolment form provide consent for these items, which includes a declaration of:
    - any person authorised to consent to medical treatment or to authorise administration of medication to the child
    - authority for Berri OSHC to seek medical treatment for the child from a registered medical practitioner, a hospital or an ambulance service, and transportation of the child by an ambulance service
    - authority for Berri OSHC to take photos and/or video of their child
    - authority for photos of their child to be displayed in public places

- authority for Berri OSHC to share information with Berri Primary School (Principals/teachers) in the interest of the child's care and wellbeing
- authority to administer prescribed medication in accordance with any medical management plan for medical conditions such as anaphylaxis or asthma
- authorisation for any person nominated by the parent to collect the child from the service

Administration of Medication

The information below provides an overview of authorisations required in dealing with the administration of medication. Educators and families are asked to refer to Berri OSHC's *Dealing with Medical Conditions and Medication Policy* for detailed information on the administration of medication.

The following authorisations will be accepted for administering medication to children (regulation 93):

- The parent/guardian has completed and signed an Authority to Administer Medication form on the day on which the medication is to be administered.
- Prescribed medications or medications accompanied by an Action Plan or an explanatory letter from the child's doctor will be administered by educators for the specified period without a new Authority to Administer Medication form being completed for each day required.
- In the case of an emergency, consent is given verbally by a parent or a person named in the child's enrolment record as authorised to consent to the administration of medication, or where a parent or person named in the enrolment record cannot reasonably be contacted in the circumstances, a registered medical practitioner or an emergency services officer.
- Despite regulation 93, medication may be administered to a child without authorisation in the case of an anaphylaxis or asthma emergency, in compliance with regulation 94.

The following authorisations are not acceptable:

- Educators will not administer any medication where permission has not been authorised.
- Berri OSHC will not accept authorisation from a parent who is prohibited by a court order from having contact with the child.
- Educators will not administer medications to children without written parental/guardian authority, including if the form is incomplete, not signed or not dated.
- Educators will not administer non-prescribed medications that are required for more than one day without written medical authority.
- Berri OSHC will not provide education and care to children who require a care regime that uses medical procedures, before they are appropriately and professionally trained and feel confident and comfortable with that training and the process for administering any required medication, even if the family asks them to do so and offers to train educators in using personal equipment.
- Berri OSHC will not provide education and care to a child with special health needs without a risk minimisation plan being signed and completed upon enrolment of the child.
- Authorisation will not be accepted if the 'Authority to Administer Medication' form is incomplete, not dated, not signed, or where the form has been completed, dated and signed by someone other than the approved person/s authorised on the child's enrolment form as being authorised to give permission for Berri OSHC to administer medication.

Children Leaving the Premises

The information below provides an overview of authorisations required for children leaving the service with someone other than their parent/guardian. Educators and families are asked to refer to Berri OSHC's *Delivery and Collection of Children Policy* for detailed information on the delivery and collection of children.

The following authorisations will be accepted for collecting children from Berri OSHC:

- The parent/guardian has provided written and signed authorisation for another person other than the child's parent/guardian to collect the child. An email, text message or a letter from the parent/guardian on or before the day is required.
- Any request from a family to authorise a person to collect their child from the service is subject to that person being over the age of 18 years. Except when the person is a sibling of the child in care, in which case they must be over the age of 16 years.
- If someone other than the enrolling parent/guardian arrives to collect the child, and the parent has not informed the service of this in writing, the Director will confirm whether that person has been authorised previously on the enrolment form and contact the enrolling parent/guardian for their permission in writing (e.g. via email). Where the person has not been identified as authorised on the child's enrolment form, the enrolling parent/guardian will be contacted to provide written or verbal consent, and to provide a description of the person concerned, who will then be required to provide proof of their identity.
- A child may be given into the care of a registered medical practitioner, hospital or ambulance service or taken outside of the premises due to a medical emergency or where the child requires hospital or ambulance care or treatment. Under these circumstances, authorisation for the service to seek medical treatment for a child from a registered medical practitioner, hospital or ambulance service, and transportation of the child by an ambulance service, will have been sought during enrolment.

The following authorisations are not acceptable:

- Berri OSHC will not accept authorisation from a parent who is prohibited by a court order from having contact with the child.

Children Being Taken on Excursions

The following information provides an overview of authorisations required for children to be taken on excursions from Berri OSHC as part of the education and care program provided. Educators and families are asked to refer to Berri OSHC's Excursion Policy for detailed information on excursions.

The following authorisations will be accepted for children to leave the premises (regulation 102)

- The parent/guardian has completed and signed an Excursion Permission form prior to the day of the excursion.
- If not the parent/guardian, an adult who is authorised to give approval for an educator to take the child out of the service has provided a completed and signed Excursion Permission form.

The following authorisations are not acceptable:

- Educators will not take any child outside the premises on an excursion if written authorisation has not been provided. Verbal permission will not be accepted unless under authorised instruction from the Director.

- Berri OSHC will not accept authorisation from a parent who is prohibited by a court order from having contact with the child.
- Authorisations will not be accepted if forms are not dated, not signed, or where forms have been signed by someone other than the nominated authorised persons as indicated on the child's enrolment form.

Legislative Requirements

Education & Care Services National Law Act (2010)		
Education & Care Services National Regulations (2011)		
Regulation	92	Medication record
	93	Administration of medication
	94	Exception to authorisation requirement – anaphylaxis or asthma emergency
	96	Self-administration of medication
	99	Children leaving the education and care service premises
	102	Authorisation for excursions
	102D	Authorisation for service to transport children
	158	Children's attendance record to be kept by approved provider
	160	Child enrolment records to be kept by approved provider and family day care educator
	161	Authorisations to be kept in enrolment record
	168	Education and care service must have policies and procedures
	170	Policies and procedures to be followed
	171	Policies and procedures to be kept available
	172	Notification of change to policies or procedures
	177	Prescribed enrolment and other documents to be kept by approved provider
	181	Confidentiality of records kept by approved provider
National Quality Standard for Early Childhood Education and Care & School Age Care (2010)		

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