

Acceptance and refusal of authorisations



Background

The Education and Care Services National Regulations require early education and care services to obtain written consent from parents, or person named in the enrolment form as authorised, in matters relating to the administration of medication, medical treatment including transportation by an ambulance service, collection of children from the service, and excursions (including regular outings). The information to be provided in these written authorisations is also detailed in the Education and Care Services National Regulations.

Policy statement

This policy outlines what is a correct authorisation under the Education and Care National Regulations, and what is not correct. Further it details the options available to the Service when deciding to accept or refuse an authorisation. The policy also addresses the two exceptions to the requirement of parent written authorisation.

Strategies and practices

- The information requested on the forms used by the Service to obtain written consent from parents/authorised adults for administration of medications, medical treatment of the child (including transportation by an ambulance service), collection of children from the service, and excursions (including regular outings) comply with the requirements of the Education and Care Services National Regulations 2011.
- All authorisation forms received are checked by the Nominated Supervisor or other Responsible Person to ensure completeness and that the name and signature of the authoriser on the form are consistent with the name and signature of the parent or person named on the enrolment form as authorised. If either is not the case, the form will be returned to the parent for amendment.
- Before the Nominated Supervisor or other Responsible Person begins any action that requires written permission from the child's parents/authorised adult, the staff member will refer to the written permission form. Unless the form is accurate, current, complete in every detail and correctly signed, the staff member will exercise the right of refusal.
- In an anaphylaxis or asthma emergency with a child, the Nominated Supervisor or other Responsible Person will invoke the exception provided in Regulation 94 the Education and Care Services National Regulations which sets aside the requirement for authorisation. As soon as practicable after such an emergency, the Service will notify a parent of the child and emergency services.
- All completed and signed authorisations are stored in the child's file and/or in a designated place known by all staff.

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Refusing a Written Authorisation

- Explain to the parent/guardian that the document/written authorisation does not meet legislative requirements.
- Have a printed copy of the policy ready to give to the parent/guardian and discuss the policy with them to ensure they understand.
- Request an updated version or appropriate alternative of written authorisation.
- If there is an instance where the parent/guardian cannot be contacted, seek guidance from the related policy/procedure pertaining to authorisation type.
- To ensure the appropriate authorisation is obtained, the Nominated Supervisor or other Responsible Person must have a follow up with the parent/guardian.

Responsibilities of parents

- To provide the Service with all relevant required written approvals.
- Ensure all enrolment details are up to date at all times such as emergency contacts and
- Update the service and the educators on your child's medical conditions, action plans or ongoing medical treatments that your child is having.
- Ensure to pass on any information regarding authorisations to the person responsible.

Procedure and forms

- N/A

Links to other policies

- Administration of Medication Policy
- Delivery and Collection of Children Policy
- Enrolment and Orientation Policy
- Evacuation and Lockdown Policy
- Excursion Policy
- Incident, Injury, Trauma and Illness Policy
- Medical Conditions Policy
- Privacy and Confidentiality Policy

Links Education and Care Services National Regulations 2011, National Quality Standard 2011

Regulation	92	Medication record
Regulation	93	Administration of medication
Regulation	94	Exception to authorisation requirement – anaphylaxis or asthma emergency
Regulation	99	Children leaving the education and care service premises
Regulation	102	Authorisations for excursions
Regulation	160	Child enrolment records to be kept by approved provider and family day care provider
Regulation	161	Authorisations to be kept in enrolment record
Regulation	168	Education and care services must have policies and procedures
Regulation	170	Policies and procedures to be followed

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NQS	QA2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
NQS	QA2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented

Sources

- Education and Care Services National Regulations 2011
Guide to the National Quality Framework 2018 (September 2020 Update): Section 4 – Operational Requirements <https://www.acecqa.gov.au/sites/default/files/2020-09/Guide-to-the-NQF-September-2020.pdf>

Further reading and useful websites *(Consistent with the approach of the National Quality Framework, the following references have prioritised efficacy and appropriateness to inform best practice, and legislative compliance over state or territory preferences.)*

ACECQA – <http://www.acecqa.gov.au/>

- CELA - <https://www.cela.org.au/>

Policy review

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Version Control

Version	Date Reviewed	Approved By	Comments/Amendments	Next Review Date
1	8 January 2018	Dr Brenda Abbey (Author)	Updated to changed NQF requirements 1 February 2018. Service to modify policies to its specific needs.	
2	6 September 2019	Dr Brenda Abbey (Author)	Updated references.	
3	15 October 2020	Dr Brenda Abbey (Author)	Updated references.	
4	29 November 2020	Dr Brenda Abbey (Author)	Updated references.	
5	30 December 2020	Dr Brenda Abbey (Author)	Updated references.	
6	May 2022	ACA NSW	Updated references Added procedure for refusal Changed delegated staff member to 'other Responsible Person' Formatting issues Added to parent responsibilities	