Acceptance and Refusal of Authorisations Policy

AIM:
Authorisation is sought to ensure the safety and wellbeing of children.

CONSIDERATIONS:

• Children (Education and Care Services National Law Application) Act 2010
• Education and Care Services National Regulation 2011: clause 168
• National Quality Standard: Quality Area 7.3
• Excursion Policy
• Arrival and departure policy
• Administering medication policy

PROCEDURE.

Written authorisation from parents/guardians will be required for the following:
• Administering medication to children (Regulation 93)
• Children leaving the premises of a service with a person who is not a parent of the child (Regulation 99)
• Children being taken on excursions (Regulation 102)
• Access to personal records (Regulation 181)
• A child leaving the service to attend an extra-curricular activity away from the service.

The authorisation must contain:

• the name of the child enrolled in the service;
• the date;
• the activity the child will be participating in
• the approximate time the child will return to the service if the child is leaving the service to attend an extra-curricular activity and the time they will return to the service (if applicable);
• signature of the child’s parent / guardian or nominated person who is on the enrolment form;

Further to the above, some activities may require more information. The responsible person on duty will inform parents when this is required and what further information is needed.

Where the authorisation is for administration of medication, the Centre’s Authorisation to Administer Medication form must be completed and comply
with the information outlined in the Centre’s *Administering medication policy*.

Authorisations will be sighted and signed by the responsible person and will be kept with the child’s enrolment form. Authorisations for extra-curricular activities will be kept in the Excursion folder.

In certain circumstances, verbal authorisation may be accepted at the discretion of the responsible person on duty. In this instance, staff will record in the Communication Book, the time of the phone call, the name of the parent/guardian whom authorisation was given and what the authorisation is for.

Where verbal authorisation is sought for collection of children, the collectors name and contact details will be recorded in the communication book and staff will ask for photo ID before releasing the child. See *Arrival and departure policy*.

A child will not be permitted to leave the service to attend any extra-curricular activity until authorisation is obtained from the parent/guardian.

The Centre may exercise the right to refuse the request if written or verbal authorisations do not comply with the requirements outlined above. The responsible person on duty also has the right to refuse the authorisation if the child’s safety or wellbeing is deemed to be compromised. If refusal of an authorisation is delivered, the child’s name, activity and reason to why authorisation was denied must be recorded in the communication book and parents will be notified via email and/or at collection of the child.

Authorisation may be waived 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 (Regulation 94).