

Acceptance and Refusal of Authorisation Procedure

Knox Early Years Services

Purpose

The purpose of this procedure is to provide information about when Educators in Knox Family and Children's Services require authorisation from parents or guardians, what information they require and the process for obtaining that information. The procedure also provides information about when and why a service would not accept the authorisation.

Exceptions to compliance with this procedure exist if the educator is required to administer medication for anaphylaxis, asthma or an emergency.

Procedure

Obtaining written authorisation

The Nominated Supervisor or Educator of the service will ensure that documented authorisations are obtained before a child commences at the service in regards to:

- Administration (and if applicable, self-administration) of medication
- Sharing of private information
- Children leaving the education and care service premises

This includes;

- The name of the child enrolled in the service;
- The date on which the document was signed;
- The signature of the child's parent/guardian, or nominated contact person as noted on the enrolment form; and
- The original document provided by the service.

The person responsible will collect information on the enrolment record about authorised nominees. An Authorised Nominee is another person other than the parent / guardians who has been given permission for one or all of the following:

- To collect the child from the education and care service
- To consent to medical treatment of the child or to authorise the administration of medication to the child
- To authorise an approved provider nominated supervisor or educator to seek
 - medical treatment from a registered medical practitioner, hospital or ambulance service.
 - transportation of the child by an ambulance service.
 - To authorise taking child outside the service on excursions.

Storing written authorisation

The Nominated Supervisor or ECE will ensure that authorisations will be obtained within the enrolment record and will be stored appropriately to maintain confidentiality.

Refusal of written or verbal authorisations

The Nominated Supervisor or ECE will exercise Knox Council's right to refuse the child's attendance at the early childhood education and care service if written or verbal authorisations do not comply with this policy/procedure. This includes:

- policies and procedures relating to excursions or routine outings
- administration (and if applicable self administration) of medication
- sharing of private information
- children leaving the education and care service premises (Collection of children)

Exceptions to compliance with this procedure exist if the Nominated Supervisor or educator is required to administer medication for anaphylaxis, asthma or emergency.

For example, the *Administration of Medication Procedure* states, 'Staff may decline to administer non-prescribed medication even with a parent/guardian's written consent'.

Authorisations for emergency situations

In accordance with the Education and Care Services National Regulations 2011, educators obtain written authorisation from the parent/guardian and/or authorised nominee(s) on the enrolment record to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service and/or transportation of the child by ambulance in an emergency.

Exceptions to compliance with this procedure exist if the Nominated Supervisor or Educator is required in an emergency, under their duty of care, to seek

- medical treatment from a registered medical practitioner, hospital or ambulance service
- transportation of the child by an ambulance service

This applies whether or not the Educator has received this written authorisation.

For example, the *Delivery and Collection of Children Procedure* states that a child may be given into the care of a person or taken outside the premises in an emergency situation (medical or otherwise). This applies whether or not written authorisation has been given by the parent/guardian or authorised nominee.

Definitions

Authorisation:	Means official permission or approval by a parent/guardian or a person named in the child’s enrolment record as authorised to consent.
Regulations:	means the Education and Care Services National Regulations 2011
Parent:	The term ‘parent’ includes a child’s legal guardian. It does not include a parent who is prohibited by a court order from having contact with the child.
Educator:	These are staff employed to care and educate children enrolled in the Early Years’ Service. This may include but is not limited to an Approved Provider, Responsible Person, Nominated Supervisor Person In Day-to-Day Charge and Educational Leader.
Approved Provider:	Someone with management or control that will operate the education and care service; this can be an individual, an organisation or a company.
Nominated Supervisor:	This is a person designated by the service as the Nominated Supervisor.
FCCN:	Family Childcare Network, including Long Day Care and Occasional Care.
Early Years Services:	Refers to Long Day Care, Occasional Care, Preschool and Maternal Child Health Service unless otherwise specified.

Legislation and Standards

Education and Care Services National Regulations 2011
Education and Care Services National Law Act 2010

References and Sources

ACECQA ‘Guide to the National Law and National Regulations
ACECQA THREE – Guide to the National Quality Standard

Related Procedures

All Team Leaders, educators and staff working for Knox City Council Early Years Services are required to read and understand all Knox City Council Early Years Policies and Procedures.

We strongly recommend all families enrolling in Knox City Council Early Years Services read the Knox City Council Early Years Services Policies and Procedures.