

ACCEPTANCE & REFUSAL OF AUTHORISATIONS POLICY

Under the National Law and National Regulations, early childhood services are required to obtain written authorisation from families for some circumstances, to ensure that the health, safety, wellbeing, and best interests of the child are met and upheld. An authorisation is given where a person who has legal responsibility for a child gives permission to another person to do something or to make a decision on that person's behalf. Authorisations are usually authenticated by a signature- either in written form or as an electronic signature. All authorisations and refusals are to be kept in the child's CCMS profile.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
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

102	Authorisation for excursions
102D	Authorisation for service to transport children
157	Access for parents
160	Child enrolment records to be kept by approved provider
161	Authorisation to be kept in enrolment record
168	Education and care services must have policies and procedures
170	Policies and procedures must be followed
171	Policies and procedures to be kept available
172	Notification of change to policies and procedures

PURPOSE

Happy Haven OSHC's priority is ensuring the health, safety and wellbeing of children. The objective of this policy is to ensure that all educators, staff and volunteers of each service are consistent in how authorisations are managed and what constitutes a correct authorisation and what does not, which consequently may lead to a refusal. The governance and quality management processes are effective and transparent and meet all regulatory requirements.

Decisions around refusing an authorisation will be made on a case-by-case basis by the service in discussion with the Nominated Supervisor, Relationship Manager, Senior Leadership, family/guardian, School Leadership or other authorities.

SCOPE

This policy applies to families/guardians, staff, educators, Nominated Supervisors, Relationship Managers, Senior Leadership, and visitors of the Happy Haven OSHC.

IMPLEMENTATION

Happy Haven OSHC will ensure compliance with the current *Education and Care Services National Regulations*, and have policies and procedures in place in relation to the acceptance and refusal of authorisations which require family/guardian authorisation to be provided in matters including:

- Administration of medication to children
- Self-administration of medication
- Administration of medical treatment, dental treatment, and general first aid treatment.
- Emergency Ambulance transportation
- Transportation-including regular outings and regular transportation
- Excursions
- Photo permissions
- Enrolment of children, including providing details of persons nominated to authorise consent for medical treatment, to collect children from the service, or trips outside the service premises
- Children leaving the premises in the care of someone other than a parent or guardian
- Children having access to the internet
- Children viewing movies rated PG

SENIOR LEADERSHIP, RELATIONSHIP MANAGERS, AND NOMINATED SUPERVISORS WILL ENSURE THAT:

- The *Acceptance and Refusal Authorisation Policy* is reviewed and maintained by Happy Haven OSHC Executive Leadership and relevant subject matter experts, and adhered to at all times by educators and staff
- Policies and procedures are readily accessible to all staff and available to families and Regulatory Authorities

- An enrolment record is kept for each child that includes authorisations by the family or an authorised person to consent to medical treatment of the child if relevant
- All staff understand circumstances that may lead to refusal of an authorisation
- All staff follow the policies and procedures of Happy Haven OSHC
- All families have completed the authorised person's section of their child's enrolment record including names and contact details, and that the form is completed in full before the child commences at the service
- Permission forms for excursions are provided to the family or authorised person prior to the excursion
- Families are provided with a copy of relevant policies for Happy Haven OSHC or are aware of how they can be accessed
- Attendance records are maintained for all children attending Happy Haven OSHC
- A record of all visitors to each service, including time of arrival and departure and reasons for visit is documented in CCMS software
- Where a child requires medication to be administered by educators, that all relevant documentation is completed or provided by the family, and included with the child's CCMS profile, and the service's red medical folder.
- Where a child is over preschool age, and is authorised by the parent or guardian to self-administer medication, this is accompanied by a HSP154 Decision Making Tool for Medication Administration form and recorded in the Medication Log
- Educators only allow a child to participate in regular outings and regular transportation when the written authorisation of the family/guardian's name in the child's CCMS profile is received and documented
- Educators allow a child to participate in excursions only when the written authorisation of the family or authorised person named in the child's CCMS profile is received and documented

- Educators allow a child to depart the service only:
 - With the parent/guardian or an authorised person named in the child's CCMS profile; or
 - In accordance with the authorisation of the parent; or authorised person; or
 - When going on an excursion; or
 - In the case of a medical or other emergency
- There are procedures in place if an inappropriate person, or a person who does not appear to be fit to take care of the child attempts to collect the child from the OSHC service or poses a risk to the safety of children or staff
- Notify families at least 14 days before changing the policy or procedures.

NOMINATED SUPERVISOR, RESPONSIBLE PERSON, EDUCATORS, AND STAFF WILL:

- Follow the policies and procedures of Happy Haven OSHC
- Ensure documentation relating to authorisations are documented in children's CCMS profiles
- Exercise the right of refusal if authorisations do not comply with National Regulations or Child Protection Legislation. If an authorisation is refused by the Happy Haven OSHC service, it is best practice to document:
 - The details of the authorisation
 - Why the authorisation was refused, and
 - Actions taken by the service
- Waive compliance where a child requires emergency medical treatment. In accordance with National Regulations the service can administer medication in these circumstances without authorisation. If these situations occur, the Responsible Person will be required to contact the emergency services and follow their instructions as well as the family/guardian as soon as practicable after the medication has been administered. Notification to the Regulatory Authority is required within 24 hours of a reportable incident

- Ensure that medication is not administered to a child or self-administered by a child without the authorisation of the family/guardian or an authorised person via the HSP154 Decision Making Tool for Medication Administration form, except in the case of an emergency, including an asthma or anaphylaxis emergency.
- Consult with family/guardian to determine the circumstances that the child could self-administer their medication as per their ASCIA Action Plan for Anaphylaxis or Asthma Foundation Action Plan for Asthma
- Determine where self-administered medication should be stored in the service (asthma, anaphylaxis or diabetes medication must be stored in an easily accessible location)
- Inform the family/guardian and Approved Provider when a written authorisation does not meet the requirements outlined in Happy Haven OSHC's policies.
- Allow a child over pre-school age to self-administer medication under the following circumstances:
 - A parent or guardian provides written authorisation (Medication Agreement and HSP154 Decision Making Tool for Medication Administration) with consent on the child's enrolment form
 - Medication is stored safely by an educator, who will provide it to the child when required
 - Supervision is provided by an educator whilst the child is self-administering
 - A recording is made in the Medication Log for the child that the medication has been self-administered
- Ensure that families/guardians sign and date permission forms for excursions prior to the children departing the service
- Check that parents/guardians or an authorised person sign their child/ren in and out through the kiosk as their child arrives and departs from the OSHC service
- Allow a child to depart or leave from the service only when:
 - With a person authorised by a parent/guardian or authorised nominee; or
 - In accordance with the written authorisation of the parent; or authorised nominee; or
 - Taken on an excursion; or
 - In the case of a medical emergency or another emergency

- Follow procedures if an inappropriate person attempts to collect a child from the service and poses a risk to the safety of the children and staff (for example, an intoxicated person)
- Inform the Nominated Supervisor when a written authorisation does not meet the requirements outlined in Happy Haven OSHC's policies.

FAMILIES WILL:

- Read and comply with the policies and procedures of Happy Haven OSHC
- Complete the authorised person section of their child's enrolment form before their child commences at the service
- Ensure that changes to nominated authorised persons are provided to the service in a timely manner
- Advise authorised persons that they will require photo identification (such as a driver's licence) in order to collect their child from the service
- Sign and date authorisation forms for regular transportation and regular outings
- Sign and date authorisation forms for excursions
- Complete the attendance record as their child arrives and departs from the service
- Provide written authorisation on a Medication Agreement form when their child requires non-emergency medication to be administered by educators/staff, including signing and dating it for inclusion in the child's medication records
- Provide all relevant medical documentation from their child's health practitioner and a signed HSP154 Decision Making Tool for Medication Administration form regarding circumstances by which the child could self-administer their medication
- Be familiar with circumstances where authorisations may be refused/not applicable.

AUTHORISATION REQUIREMENTS:

Authorisation documents are required for the following situations and must have details recorded as specified:

<p>Administration of Medication</p>	<ul style="list-style-type: none"> • Name of the child • <i>Medication Log</i> is signed by the family or a person named in the child's enrolment record as authorised to consent to administration of medication • Authorisation is provided on a Medication Agreement form by a parent or guardian for the child for staff to administer medication as per their Medical Management Plan, with all details legible and accurate • Authorisation is provided on a Medication Agreement form and HSP154 Decision Making Tool for Medication Administration form by a parent or guardian for the child to self-administer medication as per their Medical Management Plan • Whether the medication is to be self-administered (asthma, diabetes) • Period of authorisation (actual days and dates: from and to). • Medication must be in its original container or Webster pack and bearing the correct child's name and administration instructions on the pharmacy label • Medication is not past its expiry or use-by date • A second person checks the <i>Medication Rights Checklist</i>, and witnesses its administration, where possible • The educator administering medication and witness must write their full name and sign the Medication Log • Details of the administration must be recorded in the Medication Log • Supervision is provided by an educator whilst a child is self-administering medication • A recording is made in the Medication Log for the child that the medication has been self-administered.
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<p>Medical treatment of the child including transportation by an ambulance service</p> <p>(Included and authorised initially as part of the child's enrolment record):</p>	<ul style="list-style-type: none"> • The service is able to seek emergency medical assistance for a child as required (i.e. medical practitioner, ambulance or hospital) without seeking further authorisation from a parent or guardian in the case of an emergency, including for emergencies relating to medical conditions noted on the enrolment form. • Name of the child • Authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service • Authorisation for the transportation of the child by an ambulance service • Name, address and telephone number of the child's registered medical practitioner or medical service • Child's Medicare number • Name of the parent or guardian providing authorisation • Relationship to the child.
<p>Collection of Children</p> <p>(included and authorised initially as part of the child's enrolment record or as updated during enrolment)</p>	<ul style="list-style-type: none"> • Name of the child • Name of the parent or the guardian of the child or the authorised nominee on the enrolment form providing authorisation • Name of the person/s authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises • State relationship to the child of the persons authorised to collect the child from the premises • Signature of the person providing authorisation and date of authorisation.

Transportation –
regular outings

If the transportation is 'regular transportation' the authorisation is only required to be obtained once in a 12-month period

- Name of the child
- The reason the child is to be transported
- If the authorisation is for regular transportation, a description of when the child is to be transported and the date the child is to be transported
- A description of the proposed pick-up location and destination
- The means of transport
- The period of time during which the child is to be transported
- The anticipated number of children likely to be transported
- The anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation
- Any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported
- That a risk assessment has been prepared and is available at the education and care service
- That written policies and procedures for transporting children are available at the education and care service

Excursions

The authorisation must state:

- Name of the child
- Date of the excursion
- Reason for the excursion
- Proposed destination for the excursion
- Method of transport to be used
- Route to be taken to and from the excursion
- Period of time away from premise- include time leaving premise and time returning to premise
- Proposed activities to be undertaken by the child during the excursion
- Anticipated number of children likely to be attending the excursion
- Ratio of educators attending the excursion to the number of children attending the excursion
- Number of staff members and any other adults who will accompany and supervise the children on the excursion (including parents, students, volunteers)
- Statement that a risk assessment has been prepared and is available at the service
- Name of the parent or guardian-providing authorisation
- Relationship to the child
- Signature of the person providing authorisation and date of authorisation
- Details of any water hazards and risks associated with water-based activities (to be included in risk assessment)
- Items that should be taken on the excursion.

Confirmation of Authorisation	<ul style="list-style-type: none">• All authorisation forms received (including the initial enrolment record) are to be checked for completion• All authorisations (excluding the initial enrolment form) are checked to ensure that the authoriser is the nominated parent or guardian or a person named on the enrolment form as having authority to authorise• If incomplete or inappropriately signed, the authorisation form should be returned to the parent or guardian for correction• Children will be suspended from any activity requiring authorisation until the appropriate form has been correctly completed and signed.
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SOURCE

ACECQA. (2021). Policy and procedure guidelines. *Acceptance and refusal of authorisations*.

<https://www.acecqa.gov.au/sites/default/files/2021-08/AcceptanceRefusalAuthorisationsGuidelines.pdf>

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Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2018). [Education and Care Services National Regulations](#). (2011).

Guide to the National Quality Framework. (2017). (Amended 2020).

New South Wales Government, *Education and Care Services National Regulations* (2011),

<https://legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653>

REVIEW

POLICY REVIEWED	DECEMBER 2022	NEXT REVIEW DATE	NOVEMBER 2023
MODIFICATIONS	New policy transferred from ChildCare Desktop		
POLICY REVIEWED	MODIFICATIONS		NEXT REVIEW DATE
AUGUST 2025	<ul style="list-style-type: none"> Removed related policies section. Updated old organisational terms and references. Removed redundant information. 		AUGUST 2026