

## ACCEPTANCE & REFUSAL OF AUTHORISATIONS POLICY & PROCEDURE

*Regulations 92-94, 96, 99, 102, 102D, 160, 161 168, 170-172*

# ACCEPTANCE & REFUSAL OF AUTHORISATIONS POLICY

### Policy Statement

The Tenison Woods College Early Learning & Community Centre has comprehensive processes in place for managing authorisations that are sensitive to the needs of children and their families.

### Background

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place in relation to the acceptance and refusal of authorisations. Written authorisations from parents or authorised nominees help to ensure that the health, safety, wellbeing, and best interests of all children are met. Through the authorisation process, parents are informed of risks associated with a matter, and can make an informed choice whether to proceed.

### National Quality Standards (NQS) Links

QUALITY AREA 2: CHILDREN'S HEALTH & 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 and neglect.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

### Legislative requirements

#### **Regulation 92 – Medication Record**

- Medication record must include the following: Name of child, authorisation to administer medication signed by parent or guardian named on enrolment record as authorised to consent administration of medication, name of medication, time and date the medication was last administered, time and date the medication or circumstances, when the medication should be next administered, the dosage and manner to be administered, the name and signature of the person who administered and the signature of the witness who checked the dosage and administration.

#### **Regulation 93 – Administration of medication**

- Approved provider and nominated supervisor must ensure the administration is authorised and is in accordance with Regulation 95 and 96.
- Medication is allowed to be given to a child if it has previously been shared with the Centre either through a medication action plan or a medication prescribed by a medical professional and authorised by the parent (in Regulation 92).
- In case of an emergency, medication can be administered if parents provide verbal consent to administration of medication or if a parent or person named on the enrolment cannot be reasonably contacted by a registered medical practitioner or emergency service.

#### **Regulation 94 – Exception to authorisation requirement – anaphylaxis or asthma emergency**

- Medication may be administered to a child without authorisation in the case of anaphylaxis or asthma emergency.
- In this event the approved provider or nominated supervisor must ensure a parent is contacted or in serious cases, the emergency services are called as soon as possible.

#### **Regulation 95 – Procedure for administration of medication**

- If medication is administered, it must be prescribed by a registered medical practitioner from its original container, bearing the original label with the name of the child to whom the medication is to be administered before the expiry or used by date. It must be from its original container, bearing the original label and instructions.

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- The medication must be administered in accordance with the instructions attached to the medication or written instructions by a registered medical practitioner.
- When administered this **MUST** be witnessed by another person, checking the dosage of the medication administered and the identity of the child to whom the medication is to be administered.

### **Regulation 96 – Self-administration of medication**

- The Centre does not allow the children to self-administer medication.

### **Regulation 99 – Children leaving the education and care service premise**

- The approved provider, nominated supervisor and responsible person (Director) must ensure that a child who is being cared for at the service does not leave the premises except in accordance with the sub-regulation.
- The child may only leave the relevant premise if the child:
  - Is given into the care of:
    - A parent of the child;
    - An authorised nominee named in the child's enrolment record;
    - A person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises.
  - Leaves the premise in accordance with the written authorisation of the child's parent or authorised nominee named in the child's enrolment record.
  - Is taken on an excursion with written permission.
  - Is given into the care of a person or taken outside the premise:
    - Because the child requires medical, hospital and ambulance care or treatment;
    - Because of another emergency.
  - In this regulation, 'parent' does not include a parent who is prohibited by a court order from having contact with the child.

### **Regulation 102 – Authorisation for excursion**

- Written authorisation for parent or caregiver (as noted on child's enrolment) has been provided. The authorisation must state: child's name, reason for the excursion, if the authorisation is for a regular outing or an excursion, if an excursion, the date of the excursion, if the excursion involves transport, type of transport, if seatbelts or safety restraints are required, proposed activity, period of time away from the Centre, anticipated number of children attending the excursion, the anticipated ratio of staff and adults accompanying and supervising the children and explanation that a risk assessment has been prepared and is available to be viewed.
- If the excursion is a regular outing, authorisation is required once in a 12 month period.

### **Regulation 102D – Authorisation for service to transport children**

- The approved provider, nominated supervisor and/or responsible person (Director) must ensure a child in their care is not transported by the Centre unless written authorisation has been given by parent or person authorised in their enrolment.
- The authorisation must be given by a parent or other person given authority in the child's enrolment record to authorise the child being transported by the service or on transportation arranged by the service and must state:
  - The child's name;
  - The reason the child is being transported;
  - If the authorisation is for regular transportation, a description of when the child is to be transported;
  - If the authorisation is not for regular transport, the date on which the transport is for;
  - 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;
  - That a risk assessment has been prepared and is available at the Centre;
  - That written policies and procedures for transporting children are available at the Centre;
  - If the transportation is regular transportation, the authorisation is only required to be obtained once in a 12 month period.

### **Regulation 160 – Child enrolment records to be kept by approved provider**

- The approved provider of the Centre must ensure that our enrolment record is kept that includes the information set out below for each child at the service:
  - The full name, date of birth and address of the child.
  - The name, address and contact details of:
    - Each known parent of the child;

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- (ii) Any person who is to be notified of an emergency involving the child if any parent of the child cannot be immediately contacted;
  - (iii) Any person who is an authorised nominee;
  - (iv) Any person who is authorised to consent to medical treatment of, or to authorise administration of medication to the child;
  - (v) Any person who is authorised an educator to take the child outside the Centre;
  - (vi) Any person who is authorised to authorise the centre to transport the child or arrange transportation of the child.
- Details of any court orders, parenting orders or parenting plans provided to the Centre relating to powers, duties, responsibilities or authorities of any person in relation to the child or access to the child.
  - Details of any other court orders provided to the Centre relating to the child's residence or the child's contact with a parent or other person.
  - The gender of the child.
  - The language used in the child's home.
  - The cultural background of the child and if applicable, the child's parents.
    - Any special considerations for the child, for example any cultural, religious or dietary requirements or additional needs.
    - The relevant authorisations set out in Regulation 161.
    - The relevant health information set out in Regulation 162.

### **Regulation 161 – Authorisations to be kept in enrolment record**

- The authorisations to be kept in the enrolment record for each child enrolled at the Centre are:
  - Authorisation signed by parent or authorised person on enrolment form to consent to medical treatment of the child;
  - Medical treatment for the child as directed from a registered medical practitioner, hospital or ambulance service.

### **Regulation 168 – Education and care services must have policies and procedures**

- Our Centre has policies and procedures as set out in sub regulation 2 in Regulation 168.

### **Regulation 170 – Policies and procedures to be followed**

- Nominated supervisors, staff members and volunteers have an understanding of all policies and procedures and ensure they are followed at the service.

### **Regulation 171 – Policies and procedures to be kept available**

- Digital copies of our policies and procedures are available via a QR code in our foyer, in our digital PowerQIP and in our handbook. A hard copy of our policies and procedures can be found in the ELCC Office.

### **Regulation 172 – Notification of change of policies and procedures**

- All families are notified and sent updated policies and procedures.
- If a change to policy is planned, significantly affecting families, they will be given 14 days' notice.

### **Regulation 174 – Time to notify certain information to Regulatory Authority**

- If a death of a child occurs, as soon as practically possible or within 24 hours of the death, or the time the person becomes aware of the death.
- If a serious incident occurs, for example a child going to hospital or an ambulance being called, the Centre must alert the Regulation Authority within 24 hours of the incident or the time the person becomes aware.

### **Regulation 177 – Prescribed enrolment and other documents to be kept by an approved provider**

- The Centre will keep records of:
  - An Incident, Injury, Trauma or Illness Record as set out in Regulation 87;
  - A medication record as set out in Regulation 92;
  - A staff record as set out in Regulation 145;
  - A record of volunteers and students as set out in Regulation 149;
  - The records of the responsible person at the service as set out in Regulation 150;
  - A record of educators working directly with children as set out in Regulation 152;
  - Children's attendance as set out in Regulation 158;
  - Each nominated supervisor and any person with day to day charge of the Centre under section 162 of the law;

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- *A record of children embarking and disembarking by a means of transport at the Centre as set out in regulation 102e & f.*

### **Principles to inform the policy**

All decision-making should be carried out in accordance with the principles of the ELCC's Acceptance and Refusal Authorisations Policy:

- The health, safety and wellbeing of children is our number one priority. Our range of safeguards include policies and procedures for the acceptance and refusal of authorisations.
- Our families are part of the service decision-making process. Through authorisations, they are made aware of risks and can make informed decisions.
- We value the important role our educators and staff play. They are provided with the necessary training and support to act in accordance with authorisations provided.
- We prioritise good governance and quality management. We ensure that our acceptance and refusal of authorisations processes are effective and transparent and meet all regulatory requirements.

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### Key Terms

- **ACECQA (Australian Children's Education and Care Quality Authority):** The independent national authority that administers the National Quality Framework.
- **Authorised nominee:** A person who has been given permission by a parent or family member to collect the child from the service.
- **Enrolment record:** The approved provider must ensure that an enrolment record is kept for each child enrolled at the service. The record must include:
  - Full name, date of birth and address of the child
  - The name, address and contact details of:
    - Each known parent of the child;
    - Any emergency contact;
    - Any authorised nominee;
    - Any person authorised to consent to medical treatment or administration of medication;
    - Any person authorised to give permission to the educator to take the child off the premises;
    - Any person authorised to authorise the education and care service to transport the child or arrange transportation of the child.
  - Details of any court orders, parenting orders or parenting plan
  - Gender of the child
  - Language used in the child's home
  - Cultural background of the child and their parents
  - Any special considerations for the child, such as cultural, dietary or religious requirements or additional needs.
  - Authorisations for:
    - The approved provider, nominated supervisor or an educator to seek medical treatment and/or ambulance transportation for the child;
    - The service to take the child on regular outings;
    - Regular transportation of the child;
    - Name, address and telephone number of the child's registered medical practitioner or medical service;
    - Medicare number (if available).
  - Details of any specific healthcare needs of the child, including any medical conditions, allergies, or diagnosis that the child is at risk of anaphylaxis.
  - Any medical management plan, anaphylaxis medical management plan or risk minimisation plan.
  - Any dietary restrictions.
  - Immunisation status
  - If the approved provider or a staff member has sighted a child health record, a notation to that effect.
- **Excursion:** An outing organised by an education and care service but does not include an outing organised by an education and care service provided on a school site if:
  - (a) the child or children leave the education and care service premises in the company of an educator;
  - (b) the child or children do not leave the school site.
- **Medication:** Medicine within the meaning of the Therapeutic Goods Act 1989 (Cth). Medicine includes prescription, over-the-counter and complementary medicines. All therapeutic goods in Australia are listed on the Australian Register of Therapeutic Goods, available on the Therapeutic Goods Administration website (tga.gov.au).
- **Medical attention:** Includes a visit to a registered medical practitioner or attendance at a hospital.
- **Medical emergency:** An injury or illness that is acute and poses an immediate risk to a person's life or long-term health.
- **Medication record:** The approved provider and FDC educator must keep a medication record for each child to whom medication is administered by the service. This record must include:
  - The child's name
  - Signed authorisation to administer medication
  - A record of the medication administered, including time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication, if required.

A medication record template is available on the ACECQA website: [acecqa.gov.au/media/22731](https://www.acecqa.gov.au/media/22731)

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- **Regular outing:** In relation to an education and care service, means a walk, drive or trip to and from a destination:
  - That the service visits regularly as part of its educational program; and
  - Where the circumstances relevant to the risk assessment are the same on each outing.
- **Regular transportation:** In relation to an education and care service, means the transportation by the service or arranged by the service (other than as part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are the same for each occasion on which the child is transported.
- **Transportation:** Transportation forms part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, and duty of care owed to, children applies in scenarios where services are transporting children, or have arranged for the transportation of children, between an education and care service premises and another location, for example their home, school, or a place of excursion.

Examples of transport not forming part of a service include:

- Private transport provided by families and carers (ie carers not engaged by/registered with a service);
- Transport provided and/or arranged by an entity other than the approved provider, eg a school bus, and the children are not under the care of the approved provider;
- Transport where the approved provider is providing the transport service in a capacity other than as the approved provider, eg a government department that provides an education and care service, provides school education, and provides a school bus to school students, on which the children who attend the service also travel for practical reasons (such as in a remote or rural location);
- When a disability service picks up children and transports them to school or an activity.

### Links to other policies:

This policy is linked to related policies and procedures, including:

- Excursions
- Emergency and evacuation
- The administration of first aid
- Incident, injury, trauma and illness
- Dealing with medical conditions in children
- Enrolment and orientation
- Providing a child safe environment
- Safe transportation of children
- Delivery of children to, and collection from, education and care service premises
- Governance and management
- Nutrition, food and beverages, dietary requirements

### Induction and Ongoing Training:

- Induction training and ongoing training will be provided to managers, coordinators, educators, and staff to assist them in fulfilling their roles effectively in implementing this policy.

### Policy Created/Reviewed:

- This policy was created in January 2024 and will be reviewed annually or as necessary to ensure compliance with regulations and alignment with best practices.

### Monitoring, Evaluation, and Review:

- This policy will be regularly monitored for compliance by designated staff members and reviewed as necessary to ensure it aligns with current regulations and guidelines.

### References:


- Education and Care Services National Regulations
- South Australian Education Policy and regulations
- South Australian Health Policy and regulations
- Catholic Education South Australia policy and regulations

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Reviewed by David Meziniec  
*Tenison Woods College Principal*

Reviewed by Fran Scanlon  
*Early Learning & Community Centre Director*



**Signed:**  
**Dated:** 31.7.24



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**Dated:** 31.7.24

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# ACCEPTANCE & REFUSAL OF AUTHORISATIONS PROCEDURE

### **Procedure Statement**

To outline the specific procedures for managing authorisations, ensuring compliance with national regulations and the safety and wellbeing of children at the Tenison Woods College Early Learning & Community Centre.

### **Procedure**

#### ***Storage and Accessibility of Procedures***

- Procedures are stored digitally via a QR code in the foyer, in the digital PowerQIP, and in the Centre's handbook. Hard copies are available in the ELCC Office.
- Last reviewed date is indicated on each document, and reviews are conducted at the Director's discretion, when updates in regulations occur, direction from CESA our approved provider or at the end of the two-year cycle.

#### ***Monitoring and Implementation***

- The implementation of procedures is monitored through regular audits and staff meetings.
- Staff are trained on the importance of following procedures during their induction and through ongoing professional development.

#### ***Communication with Families***

- Families are informed about the procedures through the enrolment process, regular newsletters, and the Centre's communication platform.
- Families are reminded to keep authorisations up-to-date and are notified of any changes to policies or procedures with at least 14 days' notice.

#### ***Step-by-Step Procedures***

##### **Authorisations for Medication Administration**

- Obtain written authorisation from parents or guardians at enrolment and update as needed.
- Ensure medication is in the original container with the child's name and prescribed dosage.
- Administer medication in accordance with the instructions and witness by another staff member.
- Record administration details in the medication record template.

##### ***Managing Excursions and Transportation***

- Obtain written authorisation from parents or guardians for excursions and transportation, detailing all necessary information.
- Conduct and document a risk assessment for each excursion or transportation arrangement.
- Ensure all authorisations are current and reviewed annually.
- Maintain a record of all excursions and transportation authorisations in Room excursion folder.

##### ***Children Leaving the Service Premises***

- Verify the identity of individuals collecting children against authorised nominees listed in the enrolment record or Spike.
- Ensure written authorisation is provided for any person not listed in the enrolment record and photo ID is sighted before taking the child.
- Record details of the person collecting the child and time of departure.
- If a staff member feels the authorized person collecting the child is unfit to collect the child, for example smells of alcohol or it is deemed unsafe for the child to go with the adult, the following steps should be taken:
  - the staff member is to go directly to the Director or Responsible person at the time.
  - The responsible person will assess the situation.
  - If deemed unsafe, the parent or authorized person will be informed and asked if another person on their authorized list can release the child from the Centre.
  - The nominated supervisors (David Meziniec and Michelle Coote) will be informed of the situation.
  - If the situation is after hours or becomes unsafe the police will be called.



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### **Handling Medical Emergencies**

- Administer medication in case of an anaphylaxis or asthma emergency without prior authorisation if necessary.
- Notify parents or emergency services as soon as possible.
- Document the incident and report to the Regulatory Authority within 24 hours.

### **Maintaining Enrolment Records**

- Keep detailed enrolment records for each child, including all required authorisations.
- Update records as needed and ensure all information is current and accurate.
- Store records securely and maintain confidentiality.

### **Staff Training and Support**

- Provide training on procedures during staff induction and through ongoing professional development.
- Ensure all staff understand the importance of following authorisation procedures and are aware of where to access the procedures.

### **Review and Update of Procedures**

- Conduct an annual review of all procedures and update as necessary.
- Involve staff and families in the review process to ensure procedures meet the needs of the Centre community.

### **Interaction with Other Procedures**

#### **Children's Medical Conditions and First Aid**

- Ensure procedures for managing children's medical conditions and administering first aid are aligned with authorisation requirements.

### **Emergency Procedures**

- Include authorisation steps in emergency evacuation and lockdown procedures.

### **Transportation and Excursions**

- Coordinate with transportation and excursion procedures to ensure all authorisations are obtained and documented.
- By following these procedures, the ELCC ensures the health, safety, and wellbeing of all children in its care, complies with national regulations, and maintains effective and transparent governance practices.
- The ELCC has risk assessments of the transport and excursion.

### **Roles and responsibilities**

*The approved provider CESA will:*

- 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).

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- 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, eg 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, co-ordinators, 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.

*The nominated supervisor and the day to day responsible person will:*

- Implement the Acceptance and Refusal of Authorisations Policy and Procedures;
- Ensure 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 will ensure that:*



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- All action plans are carried out in line with the Acceptance and refusal of authorisations policy and procedures;
- The child's family completes and signs authorisations in the enrolment record and medication record (if relevant) before the child commences at the service;
- No child is transported by the service without an authorisation from their parent or other person named in the enrolment record;
- 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;
- 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;
- All children have appropriate authorisation to leave the service on an excursion or regular outing;
- No child is transported by the service without authorisation from a parent or other person named in the enrolment record;
- Authorisation systems are implemented for other legal requirements or quality practices, eg photos of children and privacy;
- Authorisations are kept up-to-date • implement processes for circumstances where authorisations may be refused/not applicable.

### *Families will ensure they:*

- 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.