

C - ACCEPTANCE & REFUSAL OF AUTHORISATIONS

Effective from: 2 May 2017
Contact officer: Coordinator of Children's Services
Next review date: 18 months – 2 years
File Reference: 1825/29.5
Related Policies/Local Laws/Legislation:

- Children (Education and Care Services National Law Application) Bill 2010
- Education and Care Services National Regulations 2011CI 168
- National Quality Standard: QA 7.3

Related Documents:

- ACECQA (2011) *Guide to National Standards*.
- ACECQA (2011) *Guide to the Education and Care Services National Law and the Education and Care Services National Regulation*.
- Community Child Care Cooperative – Sample Policy – Acceptance and Refusal of Authorisations – accessed March 2012 from www.cccnsw.org.au
- WSC Children's Services Policy and Procedures

PURPOSE

Wingecarribee Children's Services, including staff and educators, requires authorisation for actions such as administration of medications, emergency contact and release of children, excursions and providing access to personal records. This procedure outlines what constitutes a correct authorisation and what does not, and may therefore result in a refusal.

Our service will ensure that it acts in accordance with correct authorisation as described in the Education and Care Services National Regulations, 2011.

SCOPE

This policy applies to:

Wingecarribee Children's Services Staff employed by Wingecarribee Shire Council

Wingecarribee Family Day Care Educators as Agents of the Approved Provider – Wingecarribee Shire Council

All children and families accessing care with Council's Children's Services

All volunteers and students engaged with Wingecarribee Children's Services.



PROCEDURE

1. All Service Types – Family Day Care & Out of School Hours Care

1.1 The Coordination Unit staff will:

- 1.1.1 Advise Educators/staff and families of their responsibility under the legislation.
- 1.1.2 Ensure that authorisation nominee information is collected as part of the enrolment documentation or thereafter in writing and included in enrolment documentation in the following areas:
 - Collection and /Delivery of children to and from the Service
 - Permission for excursions out of the Service
 - Consent to medical treatment/ authorise administration of medication
 - Sign Illness, Injury, Trauma and Incident Reports on your child/ren
- 1.1.3 Ensure documentation relating to authorisations contains:
 - the name of the child/ren enrolled in the service
 - date
 - signature of the child's parent/guardian, or nominated contact person who is on the enrolment form
 - the original form/letter/register provided by the service
- 1.1.4 Keep authorisations in the enrolment record.

1.2 Educators/Staff will:

- 1.2.1 Apply the authorisations in 1.1.2.
- 1.2.2 Exercise the right of refusal if written or verbal authorisations do not comply
- 1.2.3 Waive compliance 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 and emergency services as soon as practicable after the medication has been administered.

1.3 Families are required to:

- 1.3.1 Keep child enrolment details current, stating who authorised nominees are.
- 1.3.2 Make any changes to enrolment details in writing. This can include email.

Approved By:



Nick O'Connor
GROUP MANAGER CORPORATE AND COMMUNITY

2 May 2017

