

# C – Acceptance & Refusal of Authorisations

## Children’s Services Procedures

Effective From:	30 January 2023
Contact Officer:	Coordinator of Children’s Services
Next review date:	4 years
Related Policies/Legislation:	<ul style="list-style-type: none"><li>• <i>Education and Care Services National Law Act 2010</i></li><li>• <i>Education and Care Services National Regulations 2011 – CI168</i></li><li>• National Quality Standard: QA 7</li></ul>
Related Documents and References:	<ul style="list-style-type: none"><li>• ACECQA (2018) Guide to National Quality Framework</li><li>• CELA Sample Policy – Acceptance and Refusal of Authorisations</li></ul>
Superseded Procedures:	C – Acceptance and Refusal of Authorisations V11.1 – November 2017

### 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 procedure 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’ and the adult Household members residing in their premise.

All children and families accessing care with Council’s 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
  - consent for children to be transported in a vehicle by the Service or by other transport as arranged by the Service.
- 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:**



Carmel Foster

**Director Corporate, Strategy and Resourcing**

Date