



Acceptance and Refusal of Authorisations Policy

Aim

This policy outlines authorisations requirements for services and actions to be taken where an authorisation submitted by parents or guardians is incomplete and therefore could lead to refusal to enact the authorisation.

Related Policies

- Medication Policy
- Arrival and Departure Policy
- Excursion Walk Policy
- Medications Policy
- General Emergency Policy

Who is affected by this policy?

- Management
- Educators
- Staff
- Children
- Parents

Implementation Education and Care Services National Regulations require parent or guardian authorisation to be provided in matters relating to administration of medication, medical treatment of the child including transportation by an ambulance service, collection of children from the service and excursions (including regular outings).

Authorisation requirements

Authorisation documents are required for the following situations and must have details recorded as specified. They must be completed upon joining MWGC or when deemed appropriate. Vacation care and casual visitors must complete all required documentation prior to attending.

Exceptions

Visitors for trails or open days are exempt.

Administration of medication

- The name of the child.
- The authorisation to administer medication, signed by a parent or person named in the child's enrolment record as authorised to consent to administration of medication.
- The name of the medication to be administered.
- The time and date the medications is to be administered.
- The dosage of the medication to be administered.
- The period of authorisation from and to.
- The date the authorisation is signed.

Authority to seek,

- Medical treatment of the child including transportation by an ambulance service (included and authorised initially as part of the child's enrolment record):
- 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.
- The name of the parent or guardian providing authorisation.
- The relationship to the child.
- The signature of the person providing authorisation and date.
- The service is able to seek emergency medical assistance for a child as required without seeking further authorisation from a parent or guardian in the case of an emergency (i.e. medical practitioner, ambulance or hospital) including for those emergencies relating to asthma and anaphylaxis.

Arrival and Departure (included and authorised initially as part of the child's initial enrolment record or as updated during enrolment):

- The name of the child.
- The name of the parent or the guardian of the child or the authorised nominee on the enrolment form providing authorisation.
- The 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.
- The relationship to the child of the persons authorised to collect the child from the premises.
- The signature of the person providing authorisation and date.

Excursions (including regular outings)

If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period, otherwise the following is required:

- The name of the child and the parent/carer and signature.
- The date of the excursion (if not for a regular outing).
- The reason for the excursion.
- The proposed destination for the excursion.
- The method of transport to be used.
- The activities to be undertaken by the child during the excursion.
- The period the child will be away from the premises.
- The anticipated number of children likely to be attending the excursion.
- The ratio of educators attending the excursion to the number of children attending the excursion.