

Child Safe Environment: Acceptance and Refusal of Authorisations

Policy/Procedure Number: C 7

Policy/Procedure Requirement: National Quality Standards 2 & 7; Regulations 160, 161 & 168

Policy Statement

The FDC Service has clear procedures for correct authorisations in relation to the administration of medications to children, delivery and collection of children, excursions and regular outings and providing access to personal records.

Rationale

The policy is to assist staff, Educators and parents to understand what is required in relation to accepting or refusing authorisations from parents, guardians or authorised nominees.

Strategies and Practices

All parents accessing the FDC Service are required to comply with all Service policies and procedures, as well as have the rights to authorise or refuse authorisation in relation the policies listed below:

- Health & Safety: Dealing with Medical Conditions
- Child Safe Environment: Delivery and Collection of Children
- Child Safe Environment: Excursions and Regular Outings

The FDC Service will:

- Ensure documentation relating to authorisations contains:
 - the name of the child 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 to the Service
- Apply these authorisations to the collection of children, administration of medication, excursions / outings and access to records
- Keep these authorisations in the enrolment record
- Exercise the right of refusal if written or verbal authorisations do not comply. Situations where refusal of authorisations may apply include:
 - If there is reasonable grounds to believe that giving a child into the care of a person will place the child in danger, even if the person in question has lawful authority to collect the child
 - A Parent or other person who is authorised to collect the child seems too ill, or affected by alcohol or drugs to safely care for the child

- A person collecting a child from the service is believed to be under the age of 18 and they cannot provide proof of age
- Medication is out of date; or medication packaging does not have a label, the child's name recorded or supporting documentation from a doctor
- Administration of medication is complex and requires skill to use and the FDC Educator has not received suitable training
- Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The Service or FDC Educator can administer medication without authorisation in these cases, provided it is noted on Medical Management Plans and that parents/guardians be contacted as soon as practicable after the medication has been administered

Day-to-Day Service Management of Health and Safety Policies

- Reviewed quarterly and as required

Resources and Further Readings

- Education and Care Services National Regulations
- Education and Care Services National Law Act 2010
- ACECQA National; Quality Framework Resource Kit www.acecqa.gov.au
- Childcare Service Handbook 2013-2014

Related FDC Policies, Procedures & Documents

- Health & Safety: Medication
- Health & Safety: Dealing with Medical Conditions
- Child Safe Environment: Delivery and Collection of Children
- Excursion Form
- Authorisation of Medication Form
- Enrolment Form

Created: May 2015
Reviewed: May 2016, June 2017
Next Review: June 2018