

Acceptance and Refusal of Authorisations

Policy/Procedure Number: **QA2 - 16**

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. There are also procedures in place for children leaving the premises in the care of the parent or the authorised nominee, transport provided or arranged by the service, seeking medical treatment for children and transportation by an ambulance service, photographing of children, the use of social media and privacy.

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:

- Dealing with Medical Conditions
- Delivery and Collection of Children
- Excursions and Regular Outings
- Child Enrolments: Conditions of Care
- Interactions with Children - Child Safe Environment

Responsibilities of the Service:

The 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
- Ensure that families are part of the service decision-making process. Through authorisations, they are made aware of risks and can make informed decisions
- Ensure that educators and staff are provided with the necessary training and support to act in accordance with authorisations provided
- Ensure that our acceptance and refusal of authorisations processes are effective and transparent and meet all regulatory requirements
- Take reasonable steps to ensure that educators and staff follow the **Acceptance and Refusal of Authorisations Policy and Procedures**
- Ensure that copies of the **Policy and Procedures** are readily accessible to co-ordinators, educators and staff and available for inspection

Educators will:

- Ensure all action plans are carried out in line with the **Acceptance and Refusal of Authorisations Policy and Procedures**
- Ensure that the child's family completes and signs authorisations in the enrolment form, authorisation forms, and medication record (as required) 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 or FDC residence or approved FDC venue 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 authorisation systems for other legal requirements or quality practices, e.g. photos of children and privacy
- Ensure authorisations are kept updated
- Implement processes for circumstances where authorisations may be refused/not applicable.

Families will:

- 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 updated
- Be familiar with circumstances where authorisations may be refused

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

Related FDC Policies, Procedures & Documents

- Medication
- Dealing with Medical Conditions
- Delivery and Collection of Children
- Excursion Form
- Authorisation of Medication Form
- Enrolment Form
- Child Enrolments: Conditions of Care
- Interactions with Children - Child Safe Environment

Created: May 2015
 Reviewed: May 2016, June 2017, June 2019, January 2021, March 2022
 Next Review: