



Acceptance and Refusal of Authorisations Policy

NQS

QA4	7.3.2	Administrative Systems are Established and Maintained to Ensure the Effective Operation of the Service.
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Regulations

Regs	92	Medication Records.
	93	Administration of Medication.
	94	Exception to Authorisation Requirement – Anaphylaxis and Asthma.
	99	Children Leaving the Education and Care Service Premises.
	102	Authorisations for Excursions.
	160	Child Enrolment Records are to be kept by Approved Provider.
	161	Authorisations to be kept in Enrolment Records.

Aim

In order to outline authorisation requirements for matters pertaining to:

- The administration of medication,
- Transportation of children by an ambulance service,
- Collection of children from the service premises,
- Excursions (including regular outings),

and detail the actions to be undertaken where an authorisation submitted by parents or guardians is incomplete, and therefore could lead to refusal to enact the authorisation.

Implementation

Matters that Require Authorisation

As a minimum, the *Education and Care Services National Regulations* require parent(s) or guardian(s) 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 kindergarten and excursions (including regular outings).

Authorisation documents are required for the following situations and must have details recorded:

Administration of Medication:

- Name of the child
- Authorisation to administer medication signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication
- Name of the medication to be administered
- Time and date the medication is to be administered
- Dosage of the medication to be administered
- Method in which the medication is to be administered
- Period of authorisation (dates from and to)
- Date the authorisation is signed.

Medical Treatment of the Child Including Transportation by an Ambulance Service (included and authorised initially as part of the child's enrolment record or as amended at a later date):

- Name of the child.
- Authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service and,
- Authorisation for the transportation of the child by an ambulance service.
- Name, address and telephone number of the child's registered medical practitioner or medical service and if available the child's Medicare number.
- Name of parent(s) or guardian(s) providing authorisation.
- Relationship to the child.
- Signature of person providing authorisation.
- Date the authorisation is signed.

Emergency Medical Treatment (included and authorised initially as part of the child's enrolment record or as amended at a later date):

- Kindergarten educators are able to seek emergency medical assistance for a child as required without seeking further authorisation from a parent(s) or guardian(s) (i.e. medical practitioner, ambulance or hospital) including for those emergencies relating to asthma and anaphylaxis.

Collection of Children (included and authorised initially as part of the child's enrolment record or as amended at a later date):

- Name of the child.
- Name of parent(s) or guardian(s) of the child or authorised nominee on the enrolment form.
- Name of the person(s) authorised by parent(s) or authorised nominee named in the child's enrolment record to collect the child.
- Relationship to the child of the persons authorised to collect the child from the premises.
- Signature of person providing authorisation.
- The date the authorisation is signed.

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 i.e. at the time of enrolment.

- Name of the child.
- Date of the excursion (unless the authorisation is for a regular outing, please specify details).
- A description of the proposed destination for the excursion.
- Method of transport to be used.
- Proposed activities to be undertaken by the child during the excursion.
- Period the child will be away from the premises.
- Anticipated number of children attending the excursion.
- Anticipated educator/child ratio attending the excursion.
- Anticipated number of staff members/other adults attending the excursion.
- That a risk assessment has been prepared and is available at the kindergarten.
- The name of parent(s) or guardian(s) providing authorisation and,
- Their relationship to the child.
- The signature and date of person providing authorisation.

Verification of Authorisation

All authorisation forms received (other than the initial enrolment form) from parents or guardians are to be checked for completion and are to be verified that the authoriser (name and signature) is the nominated parent(s) or guardian(s) on the enrolment form.

If incomplete or inappropriately signed, the authorisation form will be returned for correction.

No action with regard to the specific activity that requires authorisation should occur unless the authorisation form has been completed correctly and appropriately signed.

Storage of Authorisation Forms

All medical authorisation forms should be filed with the child's enrolment details and individual medical baskets. All excursion and permission forms are filed in a central folder, located in the office.

Source

Adapted from the DECD Acceptance and Refusal of Authorisations Policy, 2012.

Review

This policy will be reviewed on a 3 yearly basis by the kindergarten staff and the Governing Council.