



## Wangaratta Children's Services Centre

# Acceptance and Refusal of Authorisation Policy and Procedure 2023

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Department	Children's Services
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Responsible Officer	<b>Family &amp; Early Childhood Services Coordinator</b>
Authorising Officer	<b>Director Community &amp; Infrastructure</b>
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SIM Reference Number	TBC

### National Quality Standard

<b>2.2</b>	Each child is protected.
<b>2.2.1</b>	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
<b>2.2.2</b>	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

<b>2.2.3</b>	Management, educators, and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
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### National Regulations

<b>Regulation 92</b>	Medication record
<b>Regulation 93</b>	Administration of medication
<b>Regulation 94</b>	Exception to authorisation requirement – anaphylaxis or asthma emergency
<b>Regulation 96</b>	Self-administration of medication
<b>Regulation 99</b>	Children leaving the education and care service premises
<b>Regulation 102</b>	Authorisation for excursions
<b>Regulation 160</b>	Child enrolment records to be kept by approved provider and family day care educator
<b>Regulation 161</b>	Authorisations to be kept in enrolment record
<b>Regulation 168</b>	Education and care service must have policies and procedures
<b>Regulation 169</b>	Additional policies and procedures – family day care service
<b>Regulation 170</b>	Policies and procedures to be followed
<b>Regulation 171</b>	Policies and procedures to be kept available
<b>Regulation 172</b>	Notification of change to policies or procedures

### Statement and Purpose

The Rural City of Wangaratta's (RCoW) Children's Services team have comprehensive processes in place for managing authorisations that are sensitive to the needs of children and their families.

The Education and Care Service National Regulations require approved providers to ensure their service have policies and procedures in place in relation to the acceptance and refusal of authorisations. Written authorisation from parents or authorised nominees help to ensure that health, safety, wellbeing and best interest of all children are met. Through the authorisation process, parents are informed of risks associated with a matter and can make an informed choice whether or not to proceed.

## Policy and Procedure

Our Service will ensure we comply with the current Education and Care Services National Regulations and have policies and procedures in place in relation to the acceptance and refusal of authorisations which require parent or guardian written authorisation to be provided in matters, including:

- Administration of medication to children;
- Administration of medical treatment, dental treatment and general first aid treatment;
- Emergency Ambulance transportation;
- Transportation- including regular outings and regular transportation;
- Excursions, including regular outings;
- Taking of photographs by people other than educators;
- Water based activities; and
- Enrolment of children, including providing details of persons nominated to authorise consent for medical treatment, to collect children from the service, or to provide authority for the child to be taken outside the service.

## Authorisation Requirements

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

<b>Administration of Medication</b>	<ul style="list-style-type: none"> <li>• Name of the child</li> <li>• Administration of Medication Record is signed by a parent, or a person named in the child's enrolment record as authorised to consent to administration of medication</li> <li>• Name of the medication to be administered</li> <li>• Clearly indicate time and date the medication is to be administered</li> <li>• Dosage of the medication to be administered</li> <li>• Method of dosage (e.g.: oral or inhaled)</li> <li>• Period of authorisation (actual days and dates: from and to)</li> <li>• Date the authorisation is signed</li> <li>• Medication must be in its original container and bearing the correct child's name</li> <li>• Medication is not past its expiry or use-by date</li> </ul>
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	<ul style="list-style-type: none"> <li>• Medication is administered in accordance with any instructions attached to the medication or provided by a registered medical practitioner.</li> <li>• A second person checks the signed Administration of Medication Record, checks the dosage of the medication, and witnesses its administration</li> <li>• The educator administering medication and the witness must write their full name and sign the medication record</li> <li>• Details of the administration must be recorded in the medication record</li> </ul>
<b>Medical treatment of the child including transportation by an ambulance service</b>	<ul style="list-style-type: none"> <li>• Name of the child</li> <li>• Authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service</li> <li>• Authorisation for the transportation of the child by an ambulance service</li> <li>• Name, address and telephone number of the child's registered medical practitioner or medical service</li> <li>• Child's Medicare number</li> <li>• Name of the parent or guardian providing authorisation</li> </ul>
<b>Emergency Medical Treatment</b>	<ul style="list-style-type: none"> <li>• The Service is able to seek emergency medical assistance for a child as required (i.e. medical practitioner, ambulance or hospital) without seeking further authorisation from a parent or guardian in the case of an emergency, including for emergencies relating to medical conditions noted on the enrolment form.</li> </ul>
<b>Transportation</b>	<p>If the transportation is 'regular transportation' the authorisation is only required to be obtained once in a 12-month period</p> <ul style="list-style-type: none"> <li>• Name of the child</li> <li>• the reason the child is to be transported</li> <li>• if the authorisation is for regular transportation, a description of when the child is to be transported and the date the child is to be transported</li> <li>• a description of the proposed pick-up location and destination</li> <li>• the means of transport</li> <li>• the period of time during which the child is to be transported</li> <li>• the anticipated number of children likely to be transported</li> <li>• the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation</li> </ul>

	<ul style="list-style-type: none"> <li>• any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported</li> <li>• that a risk assessment has been prepared and is available at the education and care service</li> <li>• that written policies and procedures for transporting children are available at the education and care service</li> </ul>
<b>Excursions</b>	<p>The authorisation must state:</p> <ul style="list-style-type: none"> <li>• Name of the child</li> <li>• Date of the excursion</li> <li>• Reason for the excursion</li> <li>• Proposed destination for the excursion</li> <li>• Method of transport to be used</li> <li>• Route to be taken to and from the excursion</li> <li>• Period of time away from premise- include time leaving premise and time returning to premise</li> <li>• Proposed activities to be undertaken by the child during the excursion</li> <li>• Anticipated number of children likely to be attending the excursion</li> <li>• Ratio of educators attending the excursion to the number of children attending the excursion</li> <li>• Number of staff members and any other adults who will accompany and supervise the children on the excursion (including parents, students, volunteers)</li> <li>• Statement that a risk assessment has been prepared and is available at the service</li> <li>• Name of the parent or guardian-providing authorisation</li> <li>• Signature of the person providing authorisation and date of authorisation</li> <li>• Details of any water hazards and risks associated with water-based activities (to be included in risk assessment).</li> <li>• Items that should be taken on the excursion</li> </ul>
<b>Regular outing</b>	<p>A regular outing means a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program and where the circumstances relevant to the risk assessment are the same on each outing. Written authorisation only needs to be given once in a specified 12-month period for a regular outing. (Reg. 102(5)). If the conditions of the regular outing change, a new authorisation is required. The written authorisation must include:</p> <ul style="list-style-type: none"> <li>• Name of the child</li> </ul>

	<ul style="list-style-type: none"> <li>• a description of when the child is to be taken on the regular outings</li> <li>• a description of the proposed destination</li> <li>• method of transportation (including walking)</li> <li>• proposed activities to be undertaken</li> <li>• anticipated ratio of educators to the anticipated number of children</li> <li>• that a risk assessment has been prepared and is available at the service</li> </ul>
<b>Collection of Children</b>	<ul style="list-style-type: none"> <li>• Name of the child</li> <li>• Name of the parent or the guardian of the child or the authorised nominee on the enrolment form providing authorisation</li> <li>• 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</li> </ul>
<b>Sunscreen and Insect Repellent application</b>	<ul style="list-style-type: none"> <li>• Name of child</li> <li>• Permission authorised for staff to apply SPF 30 or higher broad-spectrum, water-resistant sunscreen supplied by the service or</li> <li>• Permission authorised for staff to apply SPF 30 or higher broad-spectrum water-resistant sunscreen supplied by parent/guardian (for children who may have allergies)</li> <li>• Parent signature and date</li> <li>• Safety Data Sheet required for all products</li> <li>• Permission authorised for staff to apply insect repellent supplied by the service</li> </ul>

## Roles and Responsibilities

### Management will ensure that:

- obligations under the Education and Care Services National Law and National Regulations are met;
- an enrolment record is kept for each child that includes authorisations signed by a parent or a person authorised to consent to the medical treatment of the child if relevant, in relation to:
  - seeking medical treatment from a registered medical practitioner, hospital, or ambulance service

- transportation by an ambulance service
- regular outings and transportation;
- a medication record is kept that includes the authorisation to administer medication signed by a parent or a person named in the enrolment record;
- 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;
- children only leave the service premises, Family Day Care (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;
- all children have appropriate authorisation to leave the service on an excursion or regular outing;
- no child is transported by the service without authorisation from a parent or other person named in the enrolment record;
- systems requiring authorisations are in place for other legal requirements or quality practices, e.g. photos of children and privacy;;
- authorisations are kept up to date;
- processes for circumstances where authorisations are refused/not applicable are established and maintained. For example:
  - where the service is asked to administer medication that is not in its original container (see regulation 95)
  - when leaving the service, the parent, authorised nominee or person as listed in regulation 99 does not appear to be fit to take the child.
  - the child has been given authorisation to leave the service alone, however the environment they would be in is unsafe;
- reasonable steps are taken to ensure that nominated supervisors, educators, staff, and volunteers follow the Acceptance and refusal of authorisations policy and procedures;
- copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators and staf, and available for inspection; and
- families are notified within at least 14 days before changing the policy or procedures if the changes will:

- affect the fees charged or the way they are collected or
- significantly impact the service's education and care of children or
- significantly impact the family's ability to utilise the service.

**Nominated Supervisor/ Responsible Person will:**

- Implement the Acceptance and refusal of authorisations policy and procedures;
- ensure that the child's family completes and signs authorisations in the enrolment record and medication record (if relevant) 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.
- Administer medication without authorisation in the case of an anaphylaxis or asthma emergency;
- ensure that children only leave the service premises, 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;
- implement and oversee authorisation systems for other legal requirements or quality practices, e.g. photos of children and privacy;
- ensure authorisations are kept up to date; and
- Implement processes for circumstances where authorisations may be refused/not applicable.

**Educators will ensure:**

- all action plans are carried out in line with the Acceptance and refusal of authorisations policy and procedures.;
- no child is transported by the service without an authorisation from their parent or other person named in the enrolment record;
- that written authorisation is provided by the parent or other person named in the child's enrolment record for a regular outing or regular transportation;



- that parents/guardians sign and date permission forms for excursions prior to the excursion being implemented;
- a child may only participate in an excursion only with the written authorisation of a parent/guardian or authorised nominee;
- that parents/guardian or an authorised nominee sign their child in/out at arrives and departs from the Service;
- medication is only administered with the written authorisation of a parent/guardian or authorised nominee as per the Administration of Medication Record, except in the case of an emergency, including an asthma, anaphylaxis;
- a child is allowed to depart from the Service only with:
  - with a person authorised by a parent or authorised nominee.
  - leaves in accordance with the written authorisation of the parent
  - authorised nominee.
  - is taken on an excursion.
  - in the case of a medical emergency or another;
- procedures are followed if an inappropriate person attempts to collect a child from the Service and poses a risk to the safety of the children and staff (for example, an intoxicated person);
- the Approved Provider is informed when a written authorisation does not meet the requirements outlined in Service’s policies.

**Families will ensure:**

- they complete and sign authorisations in the enrolment record and medication record (if relevant) before their child commences at the service;
- they complete and sign the authorisation for their child to attend excursions and/or to be transported by the service;
- authorisations or contact details are kept up to date.;
- they are familiar with circumstances where authorisations may be refused/not applicable.



## Breaches

Any breaches of this policy will be considered by the Family and Early Childhood Services Coordinator in accordance with the Children’s Service Code of Conduct in the first instance and escalated to the Manager Community Services for further consideration if necessary.

The Manager Community Services may liaise with Council’s People and Culture Department at their discretion to obtain professional assistance with any remedial action(s) available as a result of a breach of this policy.

## Human Rights

This policy has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of Human Rights and Responsibilities Act 2006.

## Gender Impact Assessment

This policy has considered and applied Council’s Gender Impact Assessment Template and satisfies the provisions established in the *Gender Equality Act 2020* (Vic).

## Definitions

Term	Meaning	Source
<b>Authorised nominee</b>	A person who has been given permission by a parent or family member to collect the child from the service or the family day care (FDC) educator.	National Law (Section 170)
<b>Regular Outing</b>	In relation to an education and care service, means a walk, drive	National Regulation

	<p>or trip to and from a destination: (a) that the service visits regularly as part of its educational program; and (b) where the circumstances relevant to the risk assessment are the same on each outing.</p>	
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## References

### Legislation

Early Childhood Australia Code of Ethics. (2016).  
*Education and Care Services National Law Act 2010*  
*Education and Care Services National Regulations 2011*  
 National Regulations 2017

Revised National Quality Standard 2018.

Australian Children’s Education & Care Quality Authority. (2014).  
 ACECQA (2021). Policy and procedure guidelines. Acceptance and refusal of authorisations.

### Guidelines

Cancer Council. Preventing cancer: Sun protections:  
<https://www.cancer.org.au/preventing-cancer/sun-protection/>  
 Guide to the Education and Care Services National Law and the Education and Care Services  
 Guide to the National Quality Standard. 202.

### Policies

Administration of First Aid Policy 2023  
 Dealing with Medical Conditions in Children Policy 2023  
 Delivery of children to, and collection from, education and care service premises Policy 2023

Emergency and Evacuation Policy 2023  
Enrolment and Orientation Policy 2023  
Excursion Policy 2023  
Governance and management of the service Policy 2023

Incident, injury, trauma and illness Policy 2023  
Nutrition, food and beverages, dietary requirements Policy 2023

## Review

This policy will be reviewed every four years or when any change to related legislation or policy requires a change to this policy.

<b>Version History</b>		
<b>Version Number</b>	<b>Date of change</b>	<b>Reasons for change</b>
1/0	September 2023	Re-formatting and re-structure of Council's Children's Services Policy Framework