

# Acceptance and Refusal Authorisation Policy

Under the National Law and National Regulations, Raleigh Street Community Children's Centre (Raleigh St) is required to obtain written authorisation from parents or guardians for some circumstances, to ensure that the health, safety, wellbeing, and best interests of the child are met and upheld. An authorisation is given where a person who has legal responsibility for a child gives permission to another person to do something or to make a decision on that person's behalf. Authorisations are usually authenticated by a signature- either in written form or as an electronic signature. All authorisation and refusals are to be kept in the child's enrolment record on Kidsxap and on file as a hard copy.

## National Quality Standard (NQS)-

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
<b>2.2</b>	Safety	Each child is protected.
<b>2.2.1</b>	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
<b>2.2.2</b>	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
<b>2.2.3</b>	Child Protection	Management, educators, and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

## Education and Care Services National Regulation/Law-

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
<b>92</b>	Medication record
<b>93</b>	Administration of medication
<b>94</b>	Exception to authorisation requirement- anaphylaxis or asthma emergency
<b>99</b>	Children leaving the education and care service
<b>102</b>	Authorisation for excursions
<b>102D</b>	Authorisation for service to transport children
<b>157</b>	Access for parents
<b>160</b>	Child enrolment records to be kept by approved provider

<b>161</b>	Authorisation to be kept in enrolment record
<b>168</b>	Education and care services must have policies and procedures
<b>170</b>	Policies and procedures must be followed

### Related Policies-

<ul style="list-style-type: none"> <li>• Administration of Medication Policy</li> <li>• Anaphylaxis Management Policy</li> <li>• Arrival and Departure Policy</li> <li>• Asthma Management Policy</li> <li>• Child Safe Environment Policy</li> <li>• Diabetes Management Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment Policy</li> <li>• Epilepsy Management Policy</li> <li>• Excursion Policy</li> <li>• Incident, Injury, Trauma, and Illness Policy</li> <li>• Enrolment and Orientation Policy</li> <li>• Sun Smart Policy</li> </ul>
---	--

### Purpose-

We aim to ensure that all educators and staff are consistent in how authorisations are managed and understand what does or does not constitute a correct authorisation, which consequently may lead to a refusal. Decisions around refusing an authorisation will be made on a case-by-case basis by Raleigh St in discussion with the Director, Police, or other authorities.

### Scope-

This policy applies to families, staff, management, and the Committee of Management (CoM) of Raleigh St.

### Implementation-

Raleigh St will ensure we comply with the current Education and Care Services National Regulations, which require a parent or guardian's 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
- Excursions, including regular outings
- Incursion attendance
- Taking of photographs by people other than educators
- Enrolment of children, including providing details of persons nominated to authorise consent for medical treatment, to collect children from Raleigh St, or to provide authority for the child to be taken outside the premises
- Children leaving the premises in the care of someone other than a parent or guardian

**Management will ensure that:**

- the *Acceptance and Refusal Authorisation Policy* is reviewed and maintained by Raleigh St management and CoM and adhered to at all times by educators and staff
- all staff understand circumstances that may lead to refusal of an authorisation
- all parents/guardians have completed the authorised person's section of their child's enrolment record on Kidsxap, including authorised nominees (refer to *Enrolment and Orientation Policy*), and that the record is completed before the child commences at Raleigh St
- permission forms for excursions are provided to the parent/guardian or authorised nominee prior to the excursion (refer to *Excursion Policy*)
- a written record of all visitors to Raleigh St, including time of arrival and departure and reasons for visit is documented
- where a child requires medication to be administered by educators/staff, that an *Administration of Medication Record* is completed, and authorisation provided by the parent/guardian or authorised nominee and included within the child's record (Refer to *Administration of Medication Policy*)
- educators/staff do not administer medication without the written authorisation of parent/guardian or authorised nominee named in the enrolment record as authorised to consent to the medical treatment of the child, except in the case of an emergency, including an asthma or anaphylaxis emergency (refer to *Enrolment Form, Administration of Medication Policy, Incident, Injury, Accident and Trauma Policy, Emergency Evacuation Policy, Asthma Management Policy, Anaphylaxis Management Policy, Diabetes Management Policy, and Epilepsy Management Policy*).
- educators and staff only allow a child to participate in regular outings with the written authorisation of a parent/guardian or authorised nominee name in the child's enrolment record
- educators and staff allow a child to participate in excursions only with the written authorisation of a parent/guardian or authorised nominee named in the child's enrolment record is received and documented
- educators/staff allow a child to depart Raleigh St only with:
  - a person who is the parent/guardian or authorised nominee named in the child's enrolment record; or
  - with a person authorised by a parent or authorised nominee; or
  - leaves in accordance with the written authorisation of the parent; or authorised nominee; or
  - is taken on an excursion; or
  - in the case of a medical emergency or another emergency (Refer to *Arrival and Departure Policy and Emergency Evacuation Policy*).

- **there are procedures in place if an inappropriate person, an unauthorised person, or a person who does not appear to be fit to take care of the child attempts to collect the child from Raleigh St or poses a risk to the safety of children or staff. (Please refer to our Procedures Manual)**
- documentation relating to authorisations contains:
  - the name of the child enrolled in Raleigh St
  - date
  - signature of the child's parent/guardian and authorised nominee as named on the enrolment record on Kidsxap
- keep all authorisations relating to each child in their enrolment record and on file as a hard copy
- exercise the right of refusal if written or verbal authorisations do not comply with National Regulations or Child Protection Legislation. If an authorisation is refused by Raleigh St, it is best practice to document:
  - the details of the authorisation
  - why the authorisation was refused, and
  - actions taken by Raleigh St. For example: if Raleigh St refused an authorised nominee named in the child's enrolment record to collect the child from Raleigh St as they were under the influence of alcohol, the action taken to ensure that the child was collected (*Refer to Refusal of Authorisation Record*).
- waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. In accordance with National Regulations (93) Raleigh St can administer medication in these circumstances without authorisation. If these situations occur management will be required to contact the parent/guardian as soon as practicable after the medication has been administered and emergency services have been contacted. Notification to the Regulatory Authority is required within 24 hours of a serious incident
- ensure that medication is not administered to a child without the authorisation of a parent/guardian or authorised person, except in the case of an emergency, including an asthma or anaphylaxis emergency (*refer to Administration of Medication Policy, Incident, Injury, Trauma and Illness Policy, Emergency and Evacuation Policy, Management of Asthma Policy, Management of Anaphylaxis Policy, Management of Diabetes Policy, and Management of Epilepsy Policy*).
- ensure that written authorisation is provided by the parent/guardian or other person named in the child's enrolment record for a regular outing or regular transportation
- ensure a child is not taken outside the premises on an excursion except with the written authorisation of a parent/guardian or authorised nominee

**Educators will:**

- follow the policies and procedures of Raleigh St
- ensure that written authorisation is provided by the parent/guardian or other persons named in the child's enrolment record for a regular outing or regular transportation
- ensure that parents/guardians sign and date permission forms for excursions prior to the excursion being implemented
- allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised nominee
- check that parents/guardians or an authorised nominee sign the attendance record as their child arrives and departs from Raleigh St
- administer medication only 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 emergency.
- allow a child to depart from Raleigh St only with:
  - a person authorised by a parent/guardian or authorised nominee; or
  - leaves in accordance with the written authorisation of the parent; or authorised nominee; or
  - is taken on an excursion; or
  - in the case of a medical emergency or another emergency (Refer to *Arrival and Departure Policy* and *Emergency Evacuation Policy*).
- follow procedures if an inappropriate person attempts to collect a child from Raleigh St and poses a risk to the safety of the children and staff (for example, an intoxicated person)

**Families will:**

- read and comply with the policies and procedures of Raleigh St
- complete and sign the authorised nominee section of their child's enrolment record on Kidsxap before their child commences at Raleigh St
- ensure that changes to nominated authorised persons are provided to Raleigh St in a timely manner on Kidsxap
- advise nominated authorised persons that they will require photo identification (such as a driver's licence) in order to collect their child from Raleigh St
- sign and date permission forms for regular transportation and regular outings
- sign and date permission forms for excursions
- sign the attendance record on Kidsxap as their child arrives and departs from Raleigh St
- provide written authorisation on the *Administration of Medication Form* when their child requires medication to be administered by educators/staff, including signing, and dating it for inclusion in the child's medication records

- **provide completed Medical Management Plans and Action Plans where relevant for their child**

### Source

- Australian Children's Education & Care Quality Authority. (2014).
- Cancer Council. Preventing cancer: Sun protections:  
<https://www.cancer.org.au/preventing-cancer/sun-protection/>
- Early Childhood Australia Code of Ethics. (2016).
- Education and Care Services National Law Act 2010. (Amended 2018).
- [Education and Care Services National Regulations](#). (2011).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
- Guide to the National Quality Standard. (2020).
- Revised National Quality Standard. (2018).

### Review

Date reviewed	Modifications	CoM endorsement date	Next policy review date
Dec 2020	Policy created for RSCCC based on CC Desktop template- KC	May 2021	May 2024