

WCS Children's Services

ADMINISTRATION – Acceptance and refusal of authorisations policy

Purpose

The Education and Care Services National Regulations require early education and care services to obtain written consent from parents, or person named in the enrolment form as authorised, in matters relating to the administration of medication, medical treatment including transportation by an ambulance service, collection of children from the service, and excursions (including regular outings). The information to be provided in these written authorisations is also detailed in the Education and Care Services National Regulations.

Policy statement

This policy outlines what is a correct authorisation under the Education and Care National Regulations, and what is not correct. Further it details the options available to the Service when deciding to accept or refuse an authorisation. The policy also addresses the two exceptions to the requirement of parent written authorisation.

Strategies and practices

- The information requested on the forms used by the Service to obtain written consent from parents/authorised adults for administration of medications, medical treatment of the child (including transportation by an ambulance service), collection of children from the service, and excursions (including regular outings) complies with the requirements of the Education and Care Services National Regulations 2011.
- All authorisation forms received are checked by the Supervisor or delegated staff member to ensure completeness and that the name and signature of the authoriser on the form are consistent with the name and signature of the parent or person named on the enrolment form as authorised. If either is not the case, the form will be returned to the parent for amendment.
- Before the Supervisor or delegated staff member begins any action that requires written permission from the child's parents/authorised adult, the staff member will refer to the written permission form. Unless the form is accurate, current, complete in every detail and correctly signed, the staff member will exercise the right of refusal.
- In an anaphylaxis or asthma emergency with a child, the Supervisor or delegated staff member will invoke the exception provided in Regulation 94 the Education and Care Services National Regulations which sets aside the requirement for authorisation. As soon as practicable after such an emergency, the Service will notify a parent of the child and emergency services.
- All completed and signed authorisations are stored in the child's file and/or in a designated place known by all staff.

Additional safe practices for babies

- No additional practices are required.

Responsibilities of parents/guardians

- To provide the Service with all relevant required written approvals.

Links to other policies

- Administration of Medication Policy
- Arrival and Departure of Children Policy
- Enrolment and Orientation Policy
- Evacuation and Lockdown Policy
- Excursion Policy
- Incident, Injury, Trauma and Illness Policy
- Medical Conditions Policy
- Privacy and Confidentiality Policy

Links to Education and Care Services National Regulations 2011, National Quality Standard 2018

Regs	92	Medication record
	93	Administration of medication
	94	Exception to authorisation requirement – anaphylaxis or asthma emergency
	99	Children leaving the education and care service premises
	102	Authorisations for excursions
	160	Child enrolment records to be kept by approved provider and family day care provider
	161	Authorisations to be kept in enrolment record
	168	Education and care services must have policies and procedures
	170	Policies and procedures to be followed

QA	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
	4.2.2	Professional standards guide practice, interactions and relationships.
	7.1.2	Systems are in place to manage risks and enable the effective management and operation of a quality service.

Sources

- Education and Care Services National Regulations 2011, 2017.
- Guide to the National Quality Standard 2011, 2018.
- Dr. B. Abbey and P. Maclean, NQS - the complete system of policies, procedures and forms, <http://www.childcarebydesign.com.au/> September 2016

Further reading and useful websites

- ACECQA. (2012). *Getting parents' authorisations*.
<http://www.acecqa.gov.au/getting-parents-authorisation> accessed 18 April 2016.

Policy review

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Person Responsible for Review:

Manager, Children's Services

Implementation Date:	29 November 2016	Review Date:	November 2018
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Modification History

Date	Sections and/or Paragraphs	Source	Details
12/2016	Whole document		formatting
22/1/2018	Quality Areas	Revised National Quality Standard 2018	

Related Documents

Refer to *HR Manual* – cross reference to WCS documents such as: *WCS Services Guide*, *WCS Values and Strategic Plan*.

Approved by Susan Henderson, Manager, Children's Services.



Date: 16 January 2017