

Under the National Law and Regulations, Early Childhood Services are required to obtain written authorisation from parents/guardians, and authorised nominees in some circumstances, to ensure that the health, safety, wellbeing and best interests of the child are met and upheld.

Brunswick Crèche & Day Nursery aims to provide clear and transparent Policies and Procedures for authorisations. This helps staff and parents understand what is expected of them. We aim to ensure that all educators, staff and volunteers 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.

Our centre will ensure we comply with the current Education and Care Services National Regulations, which require parent or guardian authorisation to be provided in matters which include:

- Administration of medication to children;
- Administration of medical treatment, dental treatment, general first aid products and ambulance transportation;
- Excursions including regular outings;
- Incursions;
- Taking of photographs by people who aren't educators;
- Water based activities;
- Enrolment of children including naming of authorised nominees and persons authorised to consent to medical treatment or trips outside the centre premises; and
- Children leaving the premises in the care of someone other than a parent.

Management will ensure:

- That the Centre has an acceptance and refusal authorisation policy in place, which is to be adhered to and maintained by educators at all times;
- Parent/guardians are provided with a copy of relevant policies for our Centre;
- That all staff follow the policies and procedures of our Centre;
- That all parents/guardians have completed the authorised person's section of their child's enrolment form (refer to Enrolment and Orientation Policy), and that the form is signed and dated before the child is enrolled at the Centre;
- That permission forms for excursions are provided to the parent/guardian or authorised person prior to the excursion (refer to Excursion Policy);
- Attendance records are maintained to account for all children attending the Centre;
- A written record of all visitors to the Centre, including time of arrival and departure and reasons for visit is documented;
- Where a child requires medication (excluding Paracetamol), to be administered by educators/staff, that this is authorised in writing, signed and dated by the parent/guardian or authorised person and included with the child's record. (Refer to Administration of Medication Policy);
- Educators/staff do not administer medication without the authorisation of 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, Asthma and Anaphylaxis Policy);
- Educators / staff allow a child to participate in excursion only with the written authorisation of a parent/guardian or authorised person;
- Educators/staff allow a child to depart the Centre only with a person who is the parent/guardian or authorised person, or with the written authorisation of one of these, except in the case of a medical emergency or an excursion (Refer to Arrival and Departure of Children Policy and Child Safe Environment Policy); and



- There are procedures in place if an inappropriate person attempts to collect the child from the Centre (refer to Arrival and Departure of Children Policy).

A Nominated Supervisor/ Certified Supervisor will:

- Ensure documentation relating to authorisations contains:
 1. The name of the child enrolled in the centre;
 2. Date; and
 3. Signature of the child's parent/guardian and nominated contact person who is on the enrolment form;
- Keep all authorisations relating to children in their enrolment record.
- Exercise the right to refusal if written or verbal authorisations do not comply with National Regulations. If an authorisation is refused by the centre, it is best practice to document:
 1. The details of the authorisation;
 2. Why the authorisation was refused; and
 3. Actions taken by the centre. For example: if the centre refused an authorised nominee named in the child's enrolment record to collect the child from the centre as they were under the influence of alcohol, what action was 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. The centre can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered;
- Follow the policy and procedures of the centre;
- 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 and asthma or anaphylaxis emergency (refer to Administration of Medication Policy, Incident, Injury, Trauma and Illness Policy, Emergency and Evacuation Policy, Asthma and anaphylaxis Policy);
- Ensure a child only departs from the centre with a person who is the parent/guardian or authorised person, or with the written authorisation of one of these, except in the case of a medical emergency or an excursion (refer to Delivery and Collection of Children Policy);
- Ensure a child is not taken outside the centre premises on an excursion except with the written authorisation of a parent/guardian or authorised person; and
- Inform the Approved Provider when a written authorisation does not meet the requirements outlined in the centre policies.

Educators will:

- Follow the policies and procedures of the centre;
- Check that parents/guardians sign and date permission forms for excursions;
- Check that parents/guardians or authorised persons sign the attendance record as their child arrives and departs from the centre;
- Administer medication only with the written authorisation of a parent/guardian or authorised person, except in the case of an emergency, including an asthma or anaphylaxis emergency;
- Allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised person;
- Allow a child to depart from the centre only with a person who is the parent/guardian or authorised person, or with the written authorisation of one of these, except in the case of a medical emergency or an excursion;
- Follow centre procedures if an inappropriate person attempts to collect a child from the centre; and
- Inform the Approved Provider when a written authorisation does not meet the requirements outlined in centre policies.

Families will:

- Read and comply with the policies and procedures of the centre;
- Complete and sign the authorised person section of their child's enrolment form before their child commences at the centre;



- Sign and date permission forms for excursions;
- Sign the attendance record as their child arrives and departs from the centre; and
- Provide written authorisation where children require medication to be administered by educators/staff, including signing and dating it for inclusion in the child's medication records.

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

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| <p>Administration of medication:</p> | <ul style="list-style-type: none"> • The name of the child; • The 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; • The name of the medication to be administered; • The time and date the medication is to be administered; • The dosage of the medication to be administered; • Whether the medication is to be self-administered, such as Ventolin or Insulin; • The reason for the medication; • The period of authorisation from and to; • The date the authorisation is signed; • From its original container before the expiry or use-by date; • In accordance with any instructions attached to the medication or provided by a registered medical practitioner; • Have a second person checking the dosage of the medication and witnessing its administration; • Educator administering medication and witness must write their full name and sign the medication record; and • Details of the administration must be recorded in the medication record. |
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| <p>Medical treatment of the child including transportation by an ambulance Service (included and authorised initially as part of the child's enrolment record):</p> | <ul style="list-style-type: none"> • The name of the child; • Authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance centre; • Authorisation for the transportation of the child by an ambulance service; • The name, address and telephone number of the child's registered medical practitioner or medical centre and if available the child's Medicare number; • The name of the parent or guardian providing authorization; • The relationship to the child; and • The signature of the person providing authorisation and date |
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| <p>Emergency Medical Treatment (included and authorised initially as part of the child's enrolment record or as updates during enrolment)</p> | <ul style="list-style-type: none"> • The Centre is able to seek emergency medical assistance for a child as required without seeking further authorisation from a parent or guardian in the case of an emergency (i.e. medical practitioner, ambulance or hospital) including for those emergencies relating to asthma and anaphylaxis |
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| <p>Collection of children (included and authorised initially as part of the child’s enrolment record or as updated during enrolment):</p> | <ul style="list-style-type: none"> • The name of the child; • The name of the parent or the guardian of the child or the authorised nominee on the enrolment form providing authorization; • The 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; • The relationship to the child of the persons authorised to collect the child from the premises; • The signature of the person providing authorisation and date; and • Identification corresponding to the child’s enrolment form of authorised person. |
| <p>Excursions (including regular outings)</p> | <p>If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period, otherwise;</p> <ul style="list-style-type: none"> • The name of the child; • The date of the excursion (if not for a regular outing); • The reason for the excursion; • The proposed destination for the excursion; • The method of transport to be used; • The route to be taken to the excursion and returned; • The activities to be undertaken by the child during the excursion; • The period the child will be away from the premises; • The anticipated number of children likely to be attending the excursion; • The ratio of Educators attending the excursion to the number of children attending the excursion; • The number of staff members and any other adults who will accompany and supervise the children on the excursion; • That a risk assessment has been prepared and is available at the centre; • That a risk management plan has been prepared and is available; • The name of the parent or guardian providing authorisation • The relationship to the child; • The signature of the person providing authorisation and date • Any water hazards and risks associated with water based activities; and • The items that should be taken on the excursion. |
| <p>Confirmation of Authorisation</p> | <ul style="list-style-type: none"> • All authorisation forms received (other than the initial enrolment form) from parents or guardians are to be checked for completion and checked that the authoriser (name and |



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| | <p>signature) is the nominated parent or guardian on the enrolment form;</p> <ul style="list-style-type: none"> • If incomplete or inappropriately signed, the authorisation form should be returned to the parent or guardian for correction; and • Unless confirmation has been proven, the activity will be suspended for the child's participation until the form has been completed and authorised correctly |
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Source: Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015, Australian Children's Education & Care Quality Authority (2014), ECA Code of Ethics, Guide to the National Quality Standard.

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Authorised by COM: Nov 2020

| National Quality Standard – NQS | | |
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| Quality Area 2: Children's Health and Safety | | |
| 2.2 | Safety | Each child is protected |
| 2.2.1 | Supervision | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard |
| 2.2.2 | Incident and emergency management | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented |
| 2.2.3 | 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 Service National Regulations | | |
| 92 | Medication record | |
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| 99 | Children leaving the education and care service | |
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| 168 | Education and care services must have policies and procedures | |

