

ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

AIM:

To ensure that educators and staff of Clarence Family Day Care only act in accordance with correct authorisations, as described in the Education and Care Services National Regulation 2011.

RATIONALE:

Clarence Family Day Care requires authorisation for actions such as administration of medication, collection of children, excursions and providing access to personal records. This policy outlines what constitutes a correct authorisation and what does not, and may therefore not be accepted.

PROCEDURES

1. Documentation relating to authorisations must contain, as a minimum:-
 - a) the full name of the child enrolled in the service,
 - b) the date,
 - c) the signature of the child's parent/guardian, or nominated contact person who is named on the enrolment form, and must be given on the original form provided by the service.

2. Authorisations will apply to actions such as the collection of children from care, administration of medication, obtaining medical treatment, attendance at excursions and providing access to personal records.

3. As required by the applicable regulation, certain authorisations will be kept with the child's enrolment record as follows:-
 - a) authorisation for the service to seek and obtain medical treatment for the child from a registered medical practitioner, hospital or ambulance service; *and*
 - b) transportation of the child by an ambulance service; *and*
 - c) if relevant, an authorisation given under regulation 102 for the educator to take the child on regular excursions.

4. The nominated supervisor will:-
 - a) exercise the right to refuse authorisation if written authorisations do not comply with regulatory requirements
 - b) waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma.

The service can administer medication without authorisation in these cases, provided the parent of the child, and emergency services, are contacted as soon as practicable after the medication has been administered. (Authorisation may be obtained by txt message with signature obtained upon arrival to collect)

Relevant Legislation: *Education and Care Services National Regulation 2011;*
Education and Care Services National Law 2010;

Key Resources: *Community Childcare Cooperative Ltd (NSW) Sample Policy Template 2011*