

ACCEPTANCE & REFUSAL OF AUTHORISATIONS POLICY



Policy statement

Little Adventures Early Learning is committed to protecting the health, safety and wellbeing of each child at all times. Authorisations are required for actions such as seeking medical treatment, administration of medication, collection of children, and excursions. This policy outlines what constitutes a correct authorisation and what does not and may therefore result in a refusal.

Strategies and practices

- The Acceptance and Refusal of Authorisations Policy is available to families upon enrolment and staff upon induction.
- Families must include details of Authorised Nominees in their child's enrolment record and families must inform the Service immediately of any changes to these authorised nominees.
- The primary guardian listed on the child's enrolment record must detail on the enrolment record the Authorised Persons that are authorised to:
 - Collect the child from the centre
 - Consent to the service administering medication to the child
 - Consent to the medical treatment of the child, for the approved provider, a nominated supervisor or an educator to seek—
 - i. medical treatment for the child from a registered medical practitioner, hospital or ambulance service; and
 - ii. transportation of the child by an ambulance service
 - Authorise the child to leave the premises for excursions; and
 - Be contacted in the event of an emergency.
- The enrolment record also seeks additional authorisations from the primary guardian in relation to the following:
 - Staff applying 50+ sunscreen to their child
 - Staff applying insect repellent to their child
 - Staff applying nappy cream to their child during nappy change and toileting procedures as required
 - Staff administering the age appropriate dosage of paracetamol to their child if the child has a temperature of 38 degrees Celsius or higher
 - Staff administering the age appropriate dosage of Ventolin to their child in the event of an emergency where their child demonstrates difficulty breathing
 - Staff taking photographs of the child for use in learning displays, documentation of the children's work and portfolios within the centre
 - The child's photo appearing in group observations, other children's portfolios and documentation used at the service
 - The child's photo being printed using third party printing providers to print photos of their child; and
 - The child's photo being used on the Little Adventures Early Learning Website, Facebook page and other service publications and promotions.

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- The Service will respect and uphold the primary guardians' right to refuse any of the authorisations listed above. When an authorisation is refused, the Nominated Supervisor or Responsible Person will discuss the reasons behind the refusal with the primary guardian to ensure that the child's health, safety and wellbeing can still be maintained in accordance with the legislation and related Service Policies and Procedures. 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 that parents/guardians are contacted as soon as practicable after the medication has been administered.
- The service will ensure that all parents/guardians have completed the authorised nominee section of their child's enrolment record and that the record is signed and dated by at least one parent/guardian before the child is enrolled at the service.
- Educators will apply these authorisations as outlined in this policy and other related policies and procedures in relation to the collection of children, medication administration, excursions, and medical treatment in the event of an emergency and exercise the right of refusal if written authorisations do not comply.
- Upon receipt of a written authorisation from a parent at Little Adventures Early Learning that does not meet the requirements outlined in the related service policies, the Nominated Supervisor or Responsible person will:
 - Immediately explain to the parent/guardian that their written authorisation does not meet legislative and policy guidelines.
 - Provide the parent/guardian with a copy of the relevant service policy and ensure that they understand the reasons for the refusal of the authorisation.
 - Request that an appropriate alternative written authorisation is provided by the parent/guardian.
 - In instances where the parent/guardian cannot be immediately contacted to provide an alternative written authorisation, follow related policy procedures pertaining to the authorisation type; and
 - Follow up with the parent/guardian, where required, to ensure that an appropriate written authorisation is obtained.

References

- *Education and Care Services National Regulations*
- *Guide to the National Quality Framework*
- *Education and Care Services National Law*
- Community Early Learning Australia – <https://www.cela.org.au/resource/sample-policy-acceptance-and-refusal-of-authorisations-13062017/>
- Australian Child Care Alliance NSW - <https://nsw.childcarealliance.org.au/members/policies-required-under-regulation-168>

Policy review

The Service encourages staff and parents to be actively involved in the 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, where necessary, as part of the review to ensure the policy contents are consistent with current research and contemporary views on best practice.