

ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY

Rationale:

The service will ensure that the service has in place policies and procedures in relation to the matters set out in regulation 168(2) of the National Regulations in relation to the acceptance and refusal of authorisations (regulation 168(2)(m)).

The purpose of the policy for acceptance and refusal of authorisations is to ensure that all educators, staff and volunteers of a service are consistent in how authorisations are managed. Generally, the authorisations outlined above will be accepted by the service. However, in exceptional circumstances there may be circumstances where the service refuses an authorisation. Decisions around refusing an authorisation will be made on a case by case basis by the service and some examples of when an authorisation may be refused are outlined below.

Implementation:

- details will be recorded on medication records which include the authorisation to administer medication (including self-administration if applicable) signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication.
- An approved provider may permit a child over preschool age to self-administer medication if:
an authorisation for the child to self-administer medication is recorded in the medication record for the child; and

the medical conditions policy of the service sets out practices in relation to self-administration of medication by children over preschool age.

- The approved provider, nominated supervisor and After School Care Educators must make sure that a child being educated and cared for by the service does not leave the premises except where the child:
 - is given into the care of a parent, an authorised nominee named in the child's enrolment record or a person authorised by a parent or authorised nominee; or
 - leaves in accordance with the written authorisation of the child's parent or authorised nominee; or
 - is taken on an excursion; or
 - is given into the care of a person or taken outside the premises because the child requires medical, hospital or ambulance care or treatment, or because of another emergency.
- Authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the premises by an educator. The authorisation must state the information listed in regulation 102(4).
- An authorisation signed by a parent or a person named in the enrolment record as authorised to consent to the medical treatment of the child, for the approved provider, nominated supervisor or an educator to seek:
 - medical treatment for the child from a registered medical practitioner, hospital or ambulance service; and
 - transportation of the child by an ambulance service; and

If relevant, an authorisation given under regulation 102 for the service to take the child on regular outings.

RECORDING OF REFUSALS OF AUTHORISATION

If an authorisation is refused by the service, the following will be documented.

- the details of the authorisation
- why the authorisation was refused
- actions taken by the service (i.e. if the service refused an authorised nominee named in the child's enrolment record to collect the child from the service as they were under the influence of alcohol, what action was taken to ensure that the child was collected).

Evaluation:

To be reviewed as part of the school's three-year review cycle.

RATIFIED BY COLLEGE COUNCIL

_____ Date: 01/07/2018
School Council President

Review Date July 2021

