



Jannali East Before and After School Care
Program Incorporated
ABN : 82 641 384 248
Provider Number: 555006 930H
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Acceptance and Refusal of Authorisations Policy

Considerations:

- **National Regulation 93**
(Administration of medication)
- **National Regulation 94**
(Exception to authorisation requirement – anaphylaxis or asthma emergency)
- **National Regulation 96**
(Self-administration of medication)
- **National Regulation 99**
(Children leaving the education and care service premises)
- **National Regulation 102**
(Authorisation for excursions)
- **National Regulation 157**
(Access for parents)
- **National Regulation 158**
(Children’s attendance record to be kept by approved provider)
- **National Regulation 161**
(Authorisation to be kept in enrolment record)
- **National Regulation 181**
(Confidentiality of records kept by approved provider)

Sourced:

- Education and Care Services National Law Act 2010
- National Quality Standards: Quality Areas 2.3 and 7.3

Related Policies & Documentation:

- Administration of Medication Policy
- Enrolment and Orientation Policy
- Providing a Child Safe Environment Policy
- Parent Handbook
- Staff Handbook

Policy Statement:

Our policy on the acceptance and refusal of authorisations sets out the circumstances in which the service will require authorisation (permission) from parents. Authorisation from parents is required to ensure the safety of the children and staff may refuse a parent/guardian’s request unless the authorisation is provided. For example, if a child is to

attend an extra-curricular activity for which authorisation is required, but has not been given, this will result in the child not being able to participate in the activity. Preferably, authorisation is required in written format, however in some circumstances verbal authorisation may be accepted at the discretion of staff.

The Education and Care Services National Regulations require services to ensure that an authorisation (permission) is obtained from families in certain situations.

Written authorisations are required from the parent / guardian for:

- Administration of medication (Regulation 93), including, if applicable, self-administration (Regulation 96)
- Consent to the medical treatment of the child – including medical treatment for the child from a registered medical practitioner, hospital or ambulance service (Regulation 93)
- Children leaving the premises of a service with a person who is not a parent of the child (Regulation 99)
- Children being taken on excursions (Regulation 102)
- Access to personal records (Regulation 181)

Authorisation from families may also be required if:

- A child is leaving the service to attend an extra-curricular activity away from the service, for example, attending a sporting activity, dance, drama, etc. that is run by a provider other than the OSHC service.
- Children are leaving the service to make their own way home.

Procedure:

The Nominated Supervisor or the person in day-to-day charge of the service will:

1. Ensure documentation relating to authorisation (permission) from parent / guardian contains:
 - the name of the child enrolled in the service;
 - the date;
 - signature of the child's parent / guardian or nominated person who is on the enrolment form;
 - the approximate time the child will return to the service if the child is leaving the service to attend an extra-curricular activity and the time they will return to the service (if applicable);
 - the original form / letter provided by the service;
2. Apply these authorisations to the collection of children, administration of medication, excursions and access to records.
3. Keep these authorisations in the child's enrolment record.
4. Ensure the child will not be permitted to leave the service to attend any extra-curricular activity until authorisation is obtained from the parent / guardian.
5. Ensure that children are not permitted to sign themselves out or leave the service without an authorised adult, unless written authorisation from the parent / guardian has been given.
6. Obtain written authorisation, if a person other than the parents/guardian or other nominated person cannot collect the child.
7. In certain circumstances verbal authorisation, may be accepted at the discretion of the senior staff member on duty. This would be relevant in situations where there has been

an emergency situation and no one from the child's authorised list is able to collect the child. An email, fax or text message is suitable as written authorisation. In these instances, staff will record in the diary, the time of the telephone call with the parent / guardian and name of the person who will be collecting the child. Identity of the person collecting the child should be confirmed by sighting ID – preferably photographic ID, for example, current driver's licence.

8. Exercise the right to refuse if written or verbal authorisations do not comply with the requirements outlined above.
9. Waive compliance for authorisation where a child requires emergency medical treatment for conditions such as Anaphylaxis or Asthma (Regulation 94). The service may administer medication without authorisation in these cases under this regulation. However, the service must ensure that the parent/guardian of the child and emergency services are notified as soon as practicable after the medication has been administered.

Endorsement by the Service:

Considered and accepted by the Management Committee (representative):

Name Signature Date

Considered and accepted by the Staff (representative):

Name Signature Date

Considered and accepted by the Parents (representative):

Name Signature Date

Last Reviewed: January 2014

Next Review: January 2016