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AUTHORISATIONS POLICY

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

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National Quality Standard (NQS)

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 Services National Regulations

Children (Education and Care Services) National Law

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Introduction

Woden Early Childhood Centre (WECC) requires authorisation for actions such as administration of medications, collection of children, excursions and providing access to personal records. This policy explains when an authorisation is required, and what constitutes a correct authorisation and what does not and may therefore result in refusal.

Scope

This policy applies to children, families, staff, management and visitors of the Service.

Goals – What are we aiming to do?

The Nominated Supervisor, Director and Responsible Persons are responsible for ensuring the authorisation procedures outlined in this policy are followed.

Strategies – How will it be done?

Authorisations are required for the following purposes:

- the collection of children from WECC
- administration of medication or medical treatment
- excursions including regular outings
- access to individual records

What constitutes a correct authorisation?

Appendix 1 outlines the authorisation policy and authorisation requirements in detail and is drawn from the *Education and Care Services National Regulations*.

Management will ensure:

- that WECC has an *Authorisations* policy in place, which is to be adhered to and maintained by educators at all times
- that all staff follow the policies and procedures of WECC
- parent/guardians have access to this policy and other relevant policies in the foyer and on our website
- 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 WECC
- 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 WECC
- a written record of all visitors to WECC, including time of arrival and departure and reasons for visit is documented
- where a child required medication (excluding Panadol), 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 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 Management* policy and *Anaphylaxis Management* policy)

- educators and 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 WECC 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* policy and *Providing a Child-Safe Environment* policy)
- there are procedures in place if an inappropriate person attempts to collect the child from WECC (refer to *Arrival and Departure* policy)

A Nominated Supervisor or Responsible Person will:

- ensure documentation relating to authorisations contains:
 1. the name of the child enrolled at WECC
 2. date
 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 refuse to issue an authorisation if a written or verbal authorisation do not comply with the *Education and Care Services National Regulations*. If an authorisation is refused by WECC, it is best practice to document:
 1. the details of the authorisation
 2. why the authorisation was refused
 3. actions taken by WECC. For example, if WECC refused an authorised nominee named in the child's enrolment record to collect the child from WECC because they were suspected of being under the influence of alcohol, what action was taken to ensure the child was collected
- waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthmas. In accordance with the *Education and Care Services National Regulations* and the *National Quality Standards*, WECC can administer medication without authorisation. In these cases, Management will be required to contact the parent/guardian as soon as practicable after the medication has been administered
- follow the policy and procedures of WECC
- 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 an asthma or anaphylaxis emergency (refer to *Administration of Medication* policy, *Incident, injury, trauma and illness* policy, *Emergency and Evacuation* policy, *Asthma Management* policy and *Anaphylaxis Management* policy)
- ensure a child on departs from WECC 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
- ensure a child is not taken outside WECC's premises on an excursion except with written authorisation of a parent/guardian or authorised person
- inform the Approved Provider when a written authorisation does not meet the requirements outlines in WECC's policies

Educators will:

- follow the policies and procedures of WECC
- check that parents/guardians sign permission forms for excursions
- check that parents/guardians or authorised persons electronically signs the attendance record as their child arrives and departs from WECC
- 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 WECC 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 on an

excursion

- follow procedures if an inappropriate person attempts to collect a child from WECC
- inform the Approved Provider when a written authorisation does not meet the requirements outlined in WECC's policies

Families will:

- read and comply with the policies and procedures of WECC
- complete and sign the authorised person section of the child's enrolment form before their child commences at WECC
- sign permission forms for excursions if they wish their child to participate
- electronically sign the attendance record as their child arrives and departs from WECC
- 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

Evaluation

Correct authorisation is obtained, referred to and applied appropriately ensuring education in possible risk.

Related policies /documents

- *Allergies*
- *Anaphylaxis management*
- *Asthma management*
- *Excursions*
- *Medication administration*
- *Privacy and confidentiality*

Statutory legislation and considerations

- The Education and Care Services National Law
- The Education and Care Services National Regulations

Sources and references

- Australian Children's Education & Care Quality Authority
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- ECA Code of Ethics
- Guide to the National Quality Standard

Authorisation

Jennifer Hayes

President

2019 WECC Management Committee

Appendix 1

<p>Authorisations to be kept in the enrolment and medical record</p>	<ul style="list-style-type: none"> <input type="checkbox"/> An authorisation, signed by a parent or a person named in the child's enrolment record as authorised, to consent to the administration of medication. Regulations include an exemption from requiring an authorisation to administer medication in the case of an anaphylaxis or asthma emergency <input type="checkbox"/> An authorisation signed by a parent, or a person named in the enrolment records as authorised, to consent to the medical treatment of the child for WECC educators to seek: <ul style="list-style-type: none"> <input type="checkbox"/> Medical treatment for the child from a registered medical practitioner, hospital or ambulance services <input type="checkbox"/> Transportation of the child by an ambulance service <input type="checkbox"/> For WECC to take the child on regular outings
<p>Administration of medication:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The name of the child <input type="checkbox"/> 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 <input type="checkbox"/> The name of the medication to be administered <input type="checkbox"/> The time and date the medication is to be administered <input type="checkbox"/> The dosage of the medication to be administered <input type="checkbox"/> The reason for the medication <input type="checkbox"/> The time and date the medication was last administered by parent or guardian <input type="checkbox"/> The period of authorisation. Actual days and dates: from and to <input type="checkbox"/> The date the authorisation is signed <input type="checkbox"/> Medication from its original container before the expiry or use-by date <input type="checkbox"/> In accordance with any instructions attached to the medication or provided by a registered medical practitioner <input type="checkbox"/> Have a second person checking the dosage of the medication and witnessing its administration <input type="checkbox"/> Educator administering medication and witness must write their full name and sign the medication record <input type="checkbox"/> Details of the administration must be recorded in the medication record

<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"> <input type="checkbox"/> The name of the child <input type="checkbox"/> Authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service <input type="checkbox"/> Authorisation for the transportation of the child by an ambulance service <input type="checkbox"/> The name, address and telephone number of the child's registered medical practitioner or medical service and if available the child's Medicare number <input type="checkbox"/> The name of the parent or guardian providing authorisation <input type="checkbox"/> The relationship to the child <input type="checkbox"/> The signature of the person providing authorisation and date
<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"> <input type="checkbox"/> The Service 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
<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"> <input type="checkbox"/> The name of the child <input type="checkbox"/> The name of the parent or the guardian of the child or the authorised nominee on the enrolment form providing authorisation <input type="checkbox"/> 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 <input type="checkbox"/> The relationship to the child of the persons authorised to collect the child from the premises <input type="checkbox"/> The signature of the person providing authorisation and date <input type="checkbox"/> Identification corresponding to the child's enrolment form of authorised person <p>WECC educators must ensure that a child who is being educated and cared for at WECC does not leave WECC's premises except in accordance with the following – the child</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is given into the care of a parent of the child; or an authorised nominee named in the child's enrolment record; or a person authorised by a

	<p>parent or authorised nominee named in the child's enrolment record to collect the child from the premises; or</p> <ul style="list-style-type: none"> <input type="checkbox"/> Leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee named in the child's enrolment record; or <input type="checkbox"/> Is taken on an excursion in accordance with Excursion Authorisation procedure; or <input type="checkbox"/> 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 <p>To avoid any confusion, the term 'parent' does not include a parent who is prohibited by a court order from having contact with the child.</p>
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<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 WECC educators must ensure that a child is not taken outside WECC on an excursion unless WECC has written authorisation by a parent or other person named in the child's enrolment record.</p> <p>The authorisation form must state:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The name of the child <input type="checkbox"/> The date of the excursion (if not for a regular outing) <input type="checkbox"/> The reason for the excursion <input type="checkbox"/> The proposed destination for the excursion <input type="checkbox"/> The method of transport to be used <input type="checkbox"/> The route to be taken to the excursion and returned <input type="checkbox"/> The activities to be undertaken by the child during the excursion <input type="checkbox"/> The period the child will be away from the premises <input type="checkbox"/> The anticipated number of children likely to be attending the excursion <input type="checkbox"/> The ratio of Educators attending the excursion to the number of children attending the excursion <input type="checkbox"/> The number of staff members and any other adults who will accompany and supervise the children on the excursion <input type="checkbox"/> That a risk assessment has been prepared and is available at the service <input type="checkbox"/> That a risk management plan has been prepared and is available <input type="checkbox"/> The name of the parent or guardian providing authorisation <input type="checkbox"/> The relationship to the child
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	<ul style="list-style-type: none"> <input type="checkbox"/> The signature of the person providing authorisation and date <input type="checkbox"/> Any water hazards and risks associated with water-based activities <input type="checkbox"/> The items that should be taken on the excursion
<p>Access individual records</p>	<p>WECC's <i>Privacy and Confidentiality</i> policy states that WECC must ensure that information kept in a record under the <i>Education and Care National Regulations</i> is not divulged or communicated directly or indirectly, to another person other than:</p> <ul style="list-style-type: none"> <input type="checkbox"/> To the extent necessary for the education and care or medical treatment of the child to whom the information elates; or <input type="checkbox"/> A parent of the child to whom the information relates; except in the case of information kept in a staff record; or <input type="checkbox"/> The Regulatory Authority or an authorised officer; or <input type="checkbox"/> As expressly authorised, permitted or required to be given by or under and Act or Law; or <input type="checkbox"/> With the written consent of the person to whom the information relates <p>Written consent will detail the child's name, the parent's or authorised person's name, the information to be divulged or communicated, who will receive the information and the purpose of sharing it.</p>
<p>Confirmation of Authorisation</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 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 signature) is the nominated parent or guardian on the enrolment form <input type="checkbox"/> If incomplete or inappropriately signed, the authorisation form should be returned to the parent or guardian for correction <input type="checkbox"/> Unless confirmation has been proven, the activity will be suspended for the child's participation until the form has been completed and authorised correctly