ACCEPTANCE AND REFUSAL OF AUTHORISATION

Quality Area 7: Leadership and Service Management

Education and Care Services National Regulations 2011: Regulation 168

Link to national Quality Standard: 7.3

INTRODUCTION

Forest Hill Community Preschool Requires authorisation for actions such as

* administration of medications (regulation 92)
* collection of children, excursions and providing access to personal records.
* Children leaving the premises in the care of someone other than the parent (regulation 99) other than a case of an emergency
* This policy outlines what constitutes a correct authorisation and what does not, and therefore may result in a refusal.

GOALS

Forest Hill Community Preschool will ensure that we only act in accordance with correct authorisation as described in the *Education and Care Services National Regulation, 2011*

Our service has a responsibility to protect the health safety and well being of each child at each child at all times

STRATEGIES

**Refusing a Written Authorisation**

On receipt of a written authorisation from a parent/guardian that does not meet the requirements outlined in the related service policy, the Approver provider or delegated authority 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 reason for the refusal of the authorisation
* 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
* Follow up with the parent/guardian where required to ensure that an appropriate written authorisation is obtained.

**The Approved provider will:**

Ensure the service operates in line with the Education and care Services National Law and National regulations 2011

**The nominated Supervisor will:**

* Provide supervision, guidance and advise to ensure adherence to the policy at all times.
* Ensure documentation relating to authorisation contains:
* The name of the child enrolled in the service
* Date
* Signature of the child’s parent/guardian, or nominated contact person who is on the enrolment form
* The original form/letter/registered provided by the service
* Apply these authorisations to the collection of children, medical treatment of or administration of medication, excursions and access to records and transportation via ambulance.
* Ensure these authorisations are stored with each individual child’s enrolment record
* Ensure that all parents/guardians have completed the authorised nominee section of their child’s form and that the form is signed and dated before the child is enrolled at the service.

**Early Childhood Educators will**

* Exercise the right or refusal if written or verbal authorisations do not comply
* Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. Forest Hill Preschool can administer medication without authorisation in these cases provided they contact a parent/guardian as soon as practicable after the medication has been administered.
* Apply these authorisations to the collection of children, medical treatment of or administration of medication, excursions and access to records and transportation via ambulance.

**Families will**

* Ensure that you complete and sign the authorised nominee section of your child’s enrolment form before your child attends the service
* Keep child enrolment details forms current stating who the authorised nominees are.
* Inform service of current contact numbers and emails to ensure you are contactable at all times
* Communicate to a responsible person and staff any individual requests regarding authorisations
* Update Educators in relation to any medical conditions, medical plans or ongoing medication requirements, dosages, signs and symptoms and contact information for any relevant health professionals
* Ensure that when children require medication to be administered by educators you authorise this in writing, sign and date it for inclusion in your child’s medical record.

EVALUATION MONITORING AND REVIEW

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through identification gaps the service will review policies as regularly as possible

Families and staff are essential stakeholders in the policy review process and will be given the opportunity and encouragement to be actively involved.

Correct authorization is obtained, referred to and applied appropriately ensuring reduction in possible risk.

In accordance with Regulation 172 of the Education and Care Services National Regulations the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to policy or procedure that may have significant impact on the provision of education and care to any child enrolled at a service; a family’s ability to utilise the service; the fees are charged or the way in which fees are collected.