



Acceptance and Refusal Policy

Approved by board on: 26th July 2023
Scheduled review date: July 2025

Introduction

Authorisation must be obtained from parent/guardians or authorised nominees in the following circumstances:

- administering medication to children (regulation 92)
- children leaving the premises in the care of someone other than their parent (regulation 99) other than the case of emergency
- children being taken on excursions (regulation 102)
- transport of children (regulation 102D) Authorisations must be kept in the enrolment record (regulation 161).

These are:

- 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, a 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 education and care service to take the child on regular outings.

Prior to a child commencing at the service, the enrolment record is checked to ensure that all required written authorisations are completed and signed by the nominated parent /guardian. Authorisations are monitored, maintained and stored confidentially.

Goals

- Our service has a responsibility to protect the health, safety and wellbeing of each child at all times.
- Educators require authorisation for actions such as administration of medications, collection of children, excursions, and transportation of children.
- This policy outlines what constitutes a correct authorisation and what does not, and may therefore result in a refusal.

Procedures

On receipt of a written authorisation from a parent/guardian that does not meet the requirements outlined in the related service policy, the Approved 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 reasons for the refusal of the authorisation.
- Request that an appropriate alternative written authorisation is provided by the parent/guardian.

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- 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.

Responsibilities

The Approved Provider will ensure the Preschool operates in line with the Education and Care Services National Law and National Regulations.

- Ensure that an enrolment record is kept for each child that includes authorisations signed by a parent or a person authorised to consent to the medical treatment of the child if relevant, in relation to:
 - seeking medical treatment from a registered medical practitioner, hospital or ambulance service
 - transportation by an ambulance service
 - regular outings and transportation (regulations 160, 161).
 - Ensure that a medication record is kept that includes the authorisation to administer medication signed by a parent or a person named in the enrolment record (regulation 92).
- Ensure that medication is only administered or self-administered if authorised or, in an emergency, authorisation is provided verbally by:
 - a parent or a person named in the enrolment record
 - a registered medical practitioner or an emergency service if the parent or person named in the enrolment record cannot be contacted (regulations 93, 96)
 - in the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation (regulation 94).
- Ensure all children have appropriate authorisation to leave the service on an excursion or regular outing (regulation 102).
- Ensure no child is transported by the service without authorisation from a parent or other person named in the enrolment record (regulation 102D).
- Ensure systems requiring authorisations are in place for other legal requirements or quality practices, e.g. photos of children and privacy.
- Ensure authorisations are kept up-to-date.

The Nominated Supervisor will:

- Provide supervision, guidance and advice to ensure adherence to the policy at all times.
- Ensure all authorisations will be retained within the Enrolment Record, original copy and will include:
 - the name of the child enrolled in the service
 - the date
 - the signature of the child's parent/guardian or nominated contact person who is on the enrolment form
 - the original form/letter/register provided by the service.

Apply these authorisations to the collection of children, medical treatment of or administration of medication, excursion, transportation of children, and transportation via ambulance.

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- Ensure 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 enrolment form and that the form is signed and dated before the child is enrolled at the service.
- Implement and oversee authorisation systems for other legal requirements or quality practices, e.g. photos of children and privacy.
- Ensure authorisations are kept up-to-date.
- Implement processes for circumstances where authorisations may be refused/not applicable.

Educators will:

- Apply these authorisations to the collection of children, administration of medication, excursion, and transportation of children.
- Exercise the right of 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. The service can administer medication without authorisation in these cases, provided it is noted on medical plans and that parents/guardians are contacted as soon as practicable after the medication has been administered.
- Ensure all action plans are carried out in line with the Acceptance and refusal of authorisations policy and procedures.
- Ensure that the child's family completes and signs authorisations in the enrolment record and medication record (if relevant) before the child commences at the service.
- Implement authorisation systems for other legal requirements or quality practices, e.g. photos of children and privacy.
- Ensure authorisations are kept up-to-date.

Related Documents

Forbes Preschool enrolment form
Children's enrolment records
Authorisation to collect