



Acceptance and Refusal of Authorisation

Review Date: 23/08/2020

Introduction

Evans Head Preschool Association Inc. requires authorisation for actions such as administration of medications, collection of children, excursions and providing access to personal records.

This policy outlines what constitutes a correct authorisation and what does not, and may therefore result in a refusal.

Goals – What are we going to do?

We will ensure that we only act in accordance with correct authorisation as described in the *Education and Care Services National Regulations, 2011*.

Strategies - How will it be done?

The Nominated Supervisor will:

1. Ensure documentation relating to authorisations contains:
 - (a) the name of the child enrolled in the service;
 - (b) date;
 - (c) signature of the child's parent/guardian, or nominated contact person who is on the enrolment form;
 - (d) evidence that the authorising adult understands the circumstances for which they are signing.
2. Apply these authorisations to the collection of children, administration of medication, excursion and access to records.
3. Keep these authorisations in the enrolment record.
4. Exercise the right of refusal if written or verbal authorisations do not comply.
5. Waive compliance where a child requires **emergency** medical treatment. The service can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered.

Statutory Legislation & Considerations

Children (Education and Care Services National Law Application) Act 2010
Section 170, 171

National Quality Standards
ACECQA, 2018
Elements 2.1.2, 2.2.1, 2.2.2,
2.2.3, 7.1.2.

Education and Care Services
National Regulations 2011
92, 93, 94, 99, 102, 157, 158,
160, 161, 162, 168

Sources

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services
National Regulations 2011

Links to Policies & Procedures

- Medical Conditions
- Administration of Medication
- Providing a Child Safe Environment
- Excursions

Evaluation

Correct authorisation is obtained, referred to and applied appropriately to minimise risks and fulfil our duty of care in providing a child safe environment.

Adopted by the Management Committee

Signed by: Belinda Fayle, President

Date Signed: 23/08/2018

REVIEW DATE: 23/08/2020