

Acceptance and Refusal of Authorisation Policy

Introduction and Purpose

Authorisations are required for particular actions, as defined under National Law and Regulation, where written permission is necessary. The refusal of an authorisation may occur when the authorisation is outside of the scope of law/regulation and/or beyond the responsibility of the person giving the authorisation.

Procedure

The Approved Service will:

- Ensure that authorisation documentation contains the necessary elements as defined by law and regulation including, but not limited to, :
 - The child's name enrolled in the service.
 - The date.
 - Authorisation/Permission by the child's parent, guardian or other authorised person as defined on the enrolment form.
 - The written authorisation format as required.
- Apply these authorisations where required under law and regulation including, but not limited to, :
 - Enrolment
 - Nominating authorised persons to give consent for authorisations
 - Administration of medication
 - Collection of children i.e. authorised persons
 - Excursions
 - Access to records and information
 - Taking of photos or video and their use (e.g. emailed, social media, advertisement, marketing etc.)
 - When children are supervised by an Educator Assistant
- A verbal authorisation, or no authorisation at all, may only be accepted in the instance of emergency medical treatment and/or administration of medication for incidents of anaphylaxis, asthma or other life threatening issue. If no authorisation is obtained, the parent/guardian must be contacted as soon as is practical after the incident.

Reference/Source

Education and Care Services National Law 2010 – Section 161, 167, 175

Education and Care Services National Regulations 2011 – Regulations 99, 102, 158, 159, 160-162, 168, 176

National Quality Standard for Early Childhood Education and Care and School Age Care – Quality Area 7.3