

Acceptance and Refusal of Authorisations Policy

NQS

QA2	2.3.1	<i>Children are adequately supervised at all times</i>
	2.3.2	<i>Every reasonable precaution is taken to protect children for harm and any hazard likely to cause injury.</i>

NATIONAL REGULATIONS

Regs	92	<i>Medication record</i>
	93	<i>Administration of medication</i>
	99	<i>Children leaving the education and care service</i>
	102	<i>Authorisation for excursions</i>
	160	<i>Child enrolment records to be kept by approved provider</i>
	161	<i>Authorisations to be kept in enrolment record</i>
	168	<i>Education and care services must have policies and procedures</i>

AIM

Our service aims to provide clear and transparent policies and procedures for authorisations. This helps staff and parents understand exactly what they need to do.

RELATED POLICIES

Administration of Medication Policy

Enrolment Policy

Excursion Policy

Photography Policy

Physical Safety (Workplace, Learning and Administration) Policy

IMPLEMENTATION

- Where activities require authorisation, either to comply with national regulations, or to comply with our service policies, our service requires that the authorisation is provided in writing and is dated. These activities include:-
 - Administration of medication.
 - Administration of medical treatment, use of general first aid products and ambulance transportation.
 - Excursions including regular outings.
 - Incursions.
 - Taking of photographs by people who aren't educators/staff at the centre ie placement students.
 - Water based activities.
 - Enrolment of children including naming of authorised nominees and persons authorised to consent to medical treatment or trips outside the service premises.
- The format of written authorisations required under the national law must comply with the regulations. Please see specific policies for more information.
- Our service does not accept verbal authorisations in any circumstances except in situations requiring:-
 - Emergency administration of medication, including emergencies involving anaphylaxis or asthma.
 - Emergency collection of a child.

SOURCE

Education and Care Services National Regulations 2011
National Quality Standard

REVIEW

The policy will be reviewed annually.

Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Next review date: **October 2014**