

ACCEPTANCE & REFUSAL OF AUTHORISATIONS POLICY

1. Purpose:

The purpose of this Policy is to provide clear and transparent policies and procedures for authorisations. This helps staff and parents understand exactly what they need to do.

2. Scope:

This policy applies to:

- Little Saints Early learning Centre (the Service) and
- St Andrew's OSHC (the Service)

3. Policy Statement:

The Service recognises that from time to time authorisations will be required from Parents regarding the approval for medical treatment, activities and excursions for individual Children. All such authorisations are required to be in writing (except in special circumstances) for the benefit and protection of all parties involved.

4. Rationale:

The National Quality Standard require services to ensure that policies and practices are in place to ensure that Children are adequately supervised at all times and that every reasonable precaution is taken to protect children for harm and any hazard likely to cause injury.

It is recognised that in order to meet the specific needs of each Child, instructions or authorisations will be required from Parents or Guardians regarding medication, allergies, excursions and other activities. To ensure that these authorisations are transparent and auditable, clear processes must be in place.

5. Authorisations:

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, dental treatment, general first aid products and ambulance transportation.
- Excursions including regular outings.
- Incursions.
- Taking of photographs.

- 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.

6. Special Circumstances:

Verbal authorisations will be allowed in situations requiring the emergency administration of medication, including emergencies involving anaphylaxis or asthma.

7. Measuring Tools:

- Authorisation Records
- Feedback or Complaints from Parents
- Feedback from Staff

8. Sources:

- NQS QA2
- Education and Care Services National Law and Regulations

9. Links to Other Policies:

- Administration of First Aid Policy
- Dealing with Complaints Policy
- Delivery and Collection of Children Policy
- Enrolment Agreement
- Enrolment Form
- Enrolment Policy
- Excursion Pack
- Excursion Policy