



Acceptance and Refusal of Authorisations Policy

National Quality Standards:

Area 7 - Governance and leadership

Standard 7.1 - Governance

Elements:

7.1.2: Management systems

Systems are in place to manage risk and enable the effective management and operation of a quality service.

Children (Education and Care Services) National Regulations (2011 SI 653):

Reg. 92	Medication Record
Reg. 93	Administration of medication
Reg. 94	Exception to authorisation requirement – anaphylaxis or asthma emergency
Reg. 96	Self-administration of medication
Reg. 99	Children leaving the education and care service premises.
Reg. 102	Authorisation for excursions
Reg. 160	Children enrolment records to be kept by approved provider and family day care educator
Reg. 161	Authorisations to be kept in enrolment record
Reg. 168	Education and care services must have policies and procedures.

Related policies:

- Administration of first aid
- Transport
- Excursions
- Dealing with medical conditions in children and medical administration
- Child protection

Policy Statement:

Adventure OSHC strives to ensure the safety and wellbeing of all children within our services. All authorisations will be received in writing via Xplor, email, SMS or hard copy. All authorisations will be documented with the child's enrolment record.

Adventure OSHC will waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis, asthma or a life-threatening injury. The Service can



administer medication without authorisation in these cases, provided contact is made with the child's parent/guardian as soon as practicable after the medication has been administered.

Purpose:

To guide all Adventure OSHC employees in understanding who they need authorisations from in scenarios relating to the health, safety and wellbeing of the children in our care.

Scope:

This Policy applies to children, families, Educators and staff, and management.

Authorisations are required for:

Reason for authorisation	Requirements of authorisation
Administration of medication (including self-medication if applicable)	<ul style="list-style-type: none">● Full legal name of child.● Written authorisation to administer medication (including, if applicable, self-administration), signed by a parent or a person named in the child's enrolment record as authorised to consent to the administration of medication.● Name of medication to be administered.● Time and date the medication was last administered to the child.● Circumstances (including time, date if applicable) under which the medication is to be administered.● Dosage of the medication to be administered.● The manner in which the medication is to be administered (e.g. oral by mouth with water)
Medical treatment of the child including transportation by an ambulance service (included and authorised initially as part of the child's enrolment record or as amended at a later date)	<ul style="list-style-type: none">● Full legal name of child.● Written authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service and written authorisation for the transportation of the child by an ambulance service.● Name, address and telephone number of the child's registered medical practitioner or medical service, and child's Medicare number (if available).● Name of parent/guardian providing written authorisation.● Parent/guardian's relationship to the child.● Signature and date of individual providing authorisation (online through Xplor enrollment form)

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<p>Emergency medical treatment (included and authorised initially as part of the child's enrolment record or as amended at a later date)</p>	<ul style="list-style-type: none"> ● Educators are allowed to seek emergency medical assistance for a child if necessary without seeking further authorisation from a parent or guardian (i.e. medical practitioner, ambulance or hospital) including for emergencies related to asthma or anaphylaxis.
<p>Collection of children (included and authorised initially as part of the child's enrolment record or as amended at a later date)</p>	<ul style="list-style-type: none"> ● Full legal name of child. ● Name of parent/guardian of the child (or authorised nominee) on the enrolment form providing authorisation. ● Name of person/s authorised by a parent or authorised nominee named in child's enrolment record to collect child from the premises. ● Relationship to the child of person/s authorised to collect child from premises. ● Signature and date of person providing authorisation.
<p>Excursions (including regular outings)</p>	<p>Regular outings:</p> <ul style="list-style-type: none"> ● Written authorisation is only required to be obtained once in a 12-month period (i.e. at time of enrolment). <p>Excursions:</p> <ul style="list-style-type: none"> ● Full legal name of child. ● Date of excursion. ● Description of proposed destination for the excursion. ● Method of transport to be used. ● Proposed activities to be undertaken by the child during the excursion. ● Period of time the child will be away from the OSHC premises. ● Anticipated number of children likely to be attending the excursion. ● Anticipated ratio of Educators attending the excursion to the anticipated number of children attending the excursion. ● Anticipated number of staff members/any other adults who will accompany and supervise the children attending the excursion. ● That a risk assessment has been prepared and is available at the Service. ● Name of the parent/guardian providing written authorisation. ● Parent/guardian's relationship to the child. ● Signature and date of the individual providing authorisation.
<p>Attendance of extra-curricular</p>	<ul style="list-style-type: none"> ● Written authorisation from the child's parent/guardian must be kept on file.



activities outside of the Service (with external providers)	<ul style="list-style-type: none"> The written authorisation will be valid for 12 months. After this, a new authorisation is to be sought.
Authorisations for a child to sign themselves out of OSHC	<ul style="list-style-type: none"> Written authorisation from the child's parent/guardian must be kept on file. The written authorisation will be valid for 12 months. After this, a new authorisation is to be sought.
Authorisations for a child to be signed out of the service by another individual who is under the age of 18	<ul style="list-style-type: none"> Written authorisation from the child's parent/guardian must be kept on file. The written authorisation will be valid for 12 months. After this, a new authorisation is to be sought.
Photographs of children (included with enrolment form initially)	<p>Written authorisation from the child's parent/guardian must be kept on file for the following:</p> <ul style="list-style-type: none"> For the Centre staff to take photographs of the child, For photographs of the child to be published inside the Centre, For photographs of the child to be published outside of the Centre. <p>This authorisation will be valid for the duration of the child's enrolment and does not need to be updated every 12 months. However, the authorisation can be amended to disallow/allow any of the above circumstances.</p>
Administration of sunscreen (included with enrolment form initially)	<ul style="list-style-type: none"> Written authorisation from the child's parent/guardian must be kept on file. The written authorisation will be valid for 12 months. After this, a new authorisation is to be sought. If a specific brand or type of sunscreen is to be applied, parents/guardians must be responsible for the provision of this sunscreen to the Service.

Procedure to refuse written authorisation:

Adventure OSHC team members will refuse an authorisation if:

- The authorisation risks a child's safety,
- Conflicts with Adventure OSHC policies,
- Is incomplete,
- Is fraudulent.

If a written authorisation from a parent/guardian does not meet the requirements outlined in the relevant policy, Adventure OSHC staff will:

- Immediately explain to the parent/guardian that their written authorisation contravenes Adventure OSHC policy, and that it therefore cannot be accepted.



- Attempt to show the parent/guardian how to meet the requirements of the authorisation.
- Ensure that the parent/guardian is provided with a copy of the relevant policy and ensure they understand the reasons for the refusal of the authorisation.
- Request that an appropriate alternative written authorisation is provided by the parent/guardian that complies with the requirements of the relevant policy.
- Provide a new authorisation to the parent/guardian if one is available onsite.
- Ensure that procedures outlined in the relevant policy are followed in the event that a parent/guardian cannot be immediately contacted to provide an alternative written authorisation.
- Follow up with the parent/guardian to ensure that an appropriate written authorisation is completed and provided to the Service.
- Assist the parent/guardian and provide methods to meet their needs.

Procedure to accept verbal authorisation:

In unlikely circumstances, the Service will accept verbal authorisations that will be temporarily put in place of written authorisations, in situations including:

- In case of medical emergency (authorisations are not required for asthma and anaphylactic emergencies).
- Families/authorised nominees are unable to collect a child before the Service closes and authorise an alternate person to collect the child.
 - **Where a person not known to the Educators is authorised verbally or in writing to collect the child, they must be adequately identified by the Educators before the child is released.**

Adventure OSHC team members have the discretion to accept or refuse a verbal authorisation in place of a written authorisation.

Where a verbal authorisation has been granted, team members will follow up with parents/guardians to receive written confirmation of their previous verbal authorisation. This will be conducted through email, or hard copy.

Sources:

- Education and Care Services National Regulations (2011 SI 653)
- National Quality Standards

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Reviewed	2 February 2023 - Minor changes (format, business name change)
Reviewed	11 September 2023 - Minor changes (formatting), related policies added
Reviewed	10 July 2024 - addition to information regarding authorisations of medication administration and medical treatment, authorisations of collection by person under 18 years of age added
Next review	July 2025