

## 7.05 ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

### Purpose Statement

Windermere's Family Day Care (FDC) Scheme respects the rights of parents/guardians to make decisions regarding their children. Correct authorisation processes (as described in the Education and Care Services National Regulations 2011) must be followed in order for educators to act in accordance with decisions made by parents/guardians.

### Scope

This policy applies to all salaried staff (including casuals), educators, contractors, children and families.

### Definitions

*Authorised Person:* a person who has been given permission by a parent or family member to collect the child from the education and care service.

*Authorisation:* a document giving an official instruction or permission to act in a certain way.

### Policy Statement

EDUCATORS REQUIRE WRITTEN AUTHORISATION FOR ACTIONS SUCH AS:

- THE ADMINISTRATION OF MEDICATION
- MEDICAL TREATMENTS
- THE DELIVERY OF OR COLLECTION FROM FDC BY A PERSON OTHER THAN THE PARENT/GUARDIAN
- THE CHILD TO GO ON A ROUTINE OR NON ROUTINE OUTING

THE PROCEDURES, HERE WITHIN, CONSTITUTE WHAT IS A CORRECT AUTHORISATION. INCORRECT AUTHORISATIONS MAY RESULT IN REFUSAL.

### Procedures

#### *Documentation Relating to Authorisations*

1. All documentation relating to authorisations must contain:
  - a. The name of the child enrolled in service
  - b. Date of affect
  - c. Signature of the parent/guardian or authorised nominee who is on the enrolment form.
2. An authorisation must be completed on the appropriate form provided by the service. A scrap piece of paper detailing child's name and parent/guardian signature **will be considered as an 'incorrect authorisation'** and will be refused by the Coordination Unit staff and/or educator.
3. All authorisations must be stored in the child's enrolment record.
4. Authorisations that apply to this procedure are:



## 7.05 ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

- a. Collection of children (i.e. who is authorised to collect a child from a service)
  - b. Excursions and Outings
  - c. Administering Medications; and
  - d. Medical Treatments.
5. Verbal authorisations may be approved in emergency situations. For example, parents/guardians can telephone a service and request that a child be collected from a service by a person who is not listed as an authorised person. This person, however, must be able to prove their identity by producing current photo identification, such as a driver's licence.
6. Families are responsible for keeping child enrolment details up-to-date. Enrolment records must state the names of authorised persons, current medical information and medical management plans.
7. Other activities that require an authorisation include:
- a. Use of media (including photographs or videos)
  - b. If school age children need to walk or catch a bus to the service
  - c. Sharing (or receiving) information with another service such as a pre-school or an allied health professional (i.e. speech therapist).

*NOTE: Compliance with this policy may be waived where a child requires emergency medical treatment for conditions such as asthma or other emergency conditions. The educator may administer medication, without written authorisation, when instructed to do so by emergency services (i.e. when calling 000, Ambulance Victoria instructs to administer Ventolin to a child).*

### **Refusal of a Written Authorisation**

1. Where written or verbal authorisations do not comply with service requirements (as outlined in this procedure), the Approved Provider and/or educator has the right to refuse.
2. Authorisations may also be refused if the request contravenes the National Law and Regulations. Examples whereby authorisations, as made by parents/guardians, may be refused include:
  - a. Requests for non-medical dietary restrictions
  - b. Requests for invasive medical treatments
  - c. Collection of children (where authorised person considered unsuitable)
3. Non-standard requests requiring authorisation, must be directed to the Coordination Unit for further discussion. The coordination Unit will explore the situation with the child and family concerned before reaching a decision that is deemed in the best interests of the child. Where a request can not be met, alternative options will be explored.

### **Relevant Standards/Legislation**

- National Quality Framework for Early Childhood Education and Care Services including:



## 7.05 ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

- Education and Care Services National Law 2011
- Education and Care Services National Regulations 2011

### Related Policies & Links

- *Enrolment* procedure
- *Excursions and Outings* procedure
- *Managing Medical Conditions* procedure
- *Arrival and Departure* procedure
- *Custody and Intervention Orders* procedure
- *Child Safety* procedure