

Acceptance and Refusal of Authorisations

Education and Care Services National Law:

175- Offence relating to the requirement to keep enrolment and other documents

Education and Care Services National Regulations:

92- Medication Record

93- Administration of medication

94 Exception to authorisation requirement -anaphylaxis or asthma emergency

96-Self administration of medication.

99- Children leaving the education and care service premises.

102- Authorisations for Excursions

102d - Authorisations for service to transport children.

160-Child Enrolment Records to be kept by the approved provider.

161- Authorisations to be kept in the enrolment record.

168(2)(m) – Education and Care service must have policies and procedures.

170- Policies and procedures are to be followed.

171- Policies and procedures are to be kept available.

172-Notification of change to policies or procedures.

National Quality Framework:

2.2.2- Incident and Emergency Management

7.1.2- Management Systems

Links to Policy:

Administration of Medication

Delivery and Collection of Children

Emergency and Evacuation

Excursion

Incident, Illness, Trauma, and Injury

Infectious Diseases

Medical Conditions

Orientation and Enrolment

Records and Record Keeping

Regular Transportation

Child Protection and Safety

Internet and Social Networking Usage

Privacy and Confidentiality

Term	Meaning	Source
ACECQA- Australian Children's Education and Care Quality Authority	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources, and services to support the sector to improve outcomes for children.	acecqa.gov.au
Authorised Nominee	A person who has been given permission by a parent or family member to collect the child from the service.	National Law 170
Enrolment Record	The approved provider must ensure that an enrolment record is kept for each child enrolled at the service	National Reg's 102, 102d, 160-162
Excursion	An outing organised by an education and care service.	National Reg's - definition
Medication	Medicine within the meaning of the <i>Therapeutic Goods Act 1989</i> Medicine includes prescription, over the counter and complimentary medicines.	Guide to the National Quality Framework
Medical Attention	Includes a visit to a registered medical practitioner or attendance at a hospital.	acecqa.gov.au

Medical Emergency	An injury or illness that is acute and poses an immediate risk to a person's life or long-term health.	
Medication Record	The approved provider must keep a medication record for each child to whom medication is administered by the service.	National Reg's 92
Regular Outing	In relation to an education and care service, means a walk, drive, or trip to and from a destination: a) That the centre visits regularly as part of its educational program; and b) Where the circumstances relevant to the risk assessment are the same for each outing.	National Reg's - definition
Regular Transportation	In relation to an education and care service, means the transportation by the service or arranged by the service (other than part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to the risk assessment are the same for each occasion on which the child is transported.	Guide to the National Quality Framework
Transportation	Transportation forms part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, the duty of care owed to children applies in scenarios where services are transporting children or have arranged for the transportation of children between an education and care service premises and another location for example their home, school, or place of excursion.	Guide to the National Quality Framework

Policy Statement

Our service is responsible for protecting each child's health, safety, and well-being at all times; this is our number one priority. The service is required under law to keep specific authorisations, and our service manager and educators will assist families with ensuring these authorisations are collected and maintained.

Goals / What are we going to do?

- Ensure families have provided the completed authorisations upon enrolment and complete the orientation checklist.
- Ensure families have provided the authorisations required as new situations arise, i.e., a child needs medication, signed for an excursion.
- Highlight for parent or guardian if they have not provided correct authorisations.
- Explain how this lack of authorisation will result in the right of refusal.
- Refuse the enrolment until authorisations are completed.

Procedures / How will it be done?

The service *must*, under the Education and Care Services National Regulations, obtain authorisations for;

- Administering Medication
- Children leaving the care premise.
- Children being taken on excursions.
- Transportation of children
- Enrolment Record

On receipt of a written authorisation, e.g., [Enrolment Record](#), [Medication Form](#), or ~~Excursion~~ [Excursion Form](#) that does not meet the requirements outlined in the relevant legislation and policy, the Responsible Person in charge will;

- Explain to the parent or guardian that their written authorisation does not meet the

legislative and policy guidelines. This may mean that a child cannot begin their enrolment or go on an excursion, or their medication cannot be given.

- If circumstances arise where a parent fails to provide the authorisations required, the service will provide a copy of the policy and ensure families understand the reasons for the refusal of the authorisation.
- The service will develop systems to ensure medication plans, medication, and authorisations do not extend past their expiry day. E.g. our Kidsoft computer software can remind us of a medication plan expiry.
- All enrolment records, medication forms and excursion authorisations will be scanned and retained on our NAS – Network Attached Storage system and remain on file as a hard copy while the child is an active enrolment.
- Communicate with families regarding medication updates, transportation, etc., in advance, so families have time to arrange.
- The service will explain to families that a parent or guardian must authorise any adult who attends the service and attempts to collect a child. The person with authority to collect will be required to show identification upon collection on the first occasion, and the centre will photocopy the identification and retain it on file. The service will not allow the child to leave unless written authorisation has been sought.
- Once an authorisation has been set, it can only be revoked in writing and in the case of [Medical Management Plans](#) with consultation with a medical practitioner. E.g., A parent cannot verbally authorise a child with a medical management plan stating an allergy to eggs that they can now try eggs.

Links to Theory

Early Childhood Australia Code of Ethics

In relation to the profession, I will:

“Advocate for my profession and the provision of quality education and care.”

In relation to community and society, I will:

“Advocate for developing and implementing laws and policies that promote the rights and best interests of children and families.”

National Quality Framework – Children’s health and safety

2.2.2. Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

National Quality Framework – Governance and Leadership

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

Culturally Valued Perspectives

The negative impacts of racial and economic disadvantage and a series of past government policies, including segregation, displacement and separation of families, have contributed to the mistrust held by Aboriginal and Torres Strait Islander, people towards government services and systems.

In today's Western dominant society, Aboriginal and Torres Strait Islander people continue to be a marginalised and socially disadvantaged minority group. Discrimination, racism, and lack of cultural understanding mean Aboriginal, and Torres Strait Islander people still experience inequality and social injustice. Compared to other Australians, Aboriginal and Torres Strait Islander people experience significantly varied outcomes related to health, education, employment, and housing.

People's cultural beliefs, values and worldviews influence thinking, behaviours, and interactions with others. Reflecting without judgement before, during and after interacting with people whose beliefs, values, worldviews, and experiences differ from yours is essential.

However, Aboriginal families using Early Childhood Services must complete the Enrolment Records and Authorisations that are legally mandated upon us. We can help by openly communicating with them and consulting with community organisations or elders to assist in the process.

Roles and Responsibilities in acceptance and refusal of authorisations.

Approved Provider, Nominated Supervisor and Area Manager

- Ensure that obligations under the National Law and Regulations are met for completing legislative authorisations.
- Ensure copies of this policy are accessible to the Responsible Persons in charge, educators, and families.
- Provide training to educators and managers regarding the acceptance and refusal of authorisations policy.
- Provide supervision, guidance, and advice to ensure adherence to the policy.
- Ensure that a check of Enrolment Records, Medication Forms, Asthma Allergy and Anaphylaxis plans is conducted and recorded during service visits.

Responsible Person

- Ensure parents or guardians have completed their authorised nominee sections of their Enrolment Record and that the form is signed and dated before the child commences at the service.
- Ensure that authorisations will be stored within the Enrolment Record. And if required, in key locations within the centre.
- Seek feedback from educators on reviewing this policy.

Educators

- Ensure that the relevant authorisations are obtained for events or excursions you may be involved with.
- Ensure that the correct authorisations have been obtained while dispensing any medication.
- Understand that emergency medication may be administered without authorisation in the case of anaphylaxis or asthma.
- Ensure that any Medical Management Plans are displayed in a place considering ease of access yet confidentiality for the child.
- Ensure that children only leave the service with a parent, an authorised nominee named on the enrolment record or a person the parent has given written permission to collect.
- Offer policy feedback during the policy review.
- Educators who refuse to provide feedback during policy training or review will note that on their work plan.

Families

- Ensure that you complete and sign **all** sections of your enrolment record before your child attends the service. Note: The emergency contact must be an alternative contact to the parents.

- Update your Enrolment Record when changes to your information occur, e.g., new phone number.
- For families with children with a medical plan, you will be required to provide a new medical plan should you wish to implement changes at the service.
- Ensure that if medication is required, you authorise this in writing, sign, and date it for inclusion in your child's medical record.

Reflective questions about this policy

How are written authorisations communicated to educators across the service?

How are educators informed about changes to these authorisations, and is there room for improvement?

How do we handle disputes over authorisations to ensure all parties are comfortable to proceed with the enrolment? E.g., a family unable or unwilling to update an Asthma plan?

Are the current systems in place for collecting authorisations working efficiently?

How can we assist families from culturally diverse backgrounds to complete the required authorisations?

Sources and Further reading

Education and Care Services National Law Act 2011

Education and Care Services National Regulations 2013

Australian Children's Education and Care Quality Authority ACECQA www.acecqa.gov.au

Early Childhood Education and Care- Department of Education and Training - <https://earlychildhood.qld.gov.au/>

