

# Acceptance and Refusal of Authorisations Policy and Procedure



<b>Policy Relevant to:</b>	All staff, Educators & families
<b>Last Reviewed:</b>	June 2020
<b>Next Review:</b>	December 2022
<b>NQF:</b>	93, 99-102, 117A-117C, 161, 168
<b>NQS:</b>	2.2; 2.2.2; 2.2.3; 6.1.1; 6.2.2; 7.1.3
<b>National Law:</b>	44, Part 13, 162, 170(5)

## Objective:

The Education and Care Services National Regulations require early education and care services to obtain written consent from parents, or persons named in the enrolment form as authorised, in matters relating to the administration of medication, medical treatment including transportation by an ambulance service, collection of children from the service, and excursions (including regular outings). The information to be provided in these written authorisations is also detailed in the Education and Care Services National Regulations.

## Policy:

Adventure Patch will ensure the appropriate acceptance and refusal of authorisations are obtained and implemented.

## Procedure:

Authorisations will only be accepted by a person(s) authorised to do so and named on the child's enrolment record. Authorisations give consent to the approved provider, nominated supervisor and/or an educator employed by Adventure Patch.

Authorisations required by Adventure Patch may include, but are not limited to:

- The administration of medication to a child (or support a child to self-administer medication);
- Seek appropriate medical treatment for a child from a registered medical practitioner, hospital or ambulance service;
- Transport a child by an ambulance service;
- Allow a children to leave the service premises (in line with regulation 99);
- Take a child on a regular outing (in line with regulation 102);
- Engage in an excursion, including the proposed experience/activity of the excursion;
- Who the service may notify in case of an emergency involving the child;
- Who may collect a child from the service;
- Who and in what circumstances photographs or other form of social media may be taken or used of a child;
- Allow the child to engage in the use of technology. This may include computers, television, DVD player, electronic game consoles (see Technology Use Policy and Procedure);
- The designation, in writing, of a suitably qualified and experienced educator, co-ordinator or other individual to lead the development and implementation of the educational program at the service as the educational leader;
- Where the responsible person at the service is a certified supervisor placed in day to day charge of the education and care service, the certified supervisor must be designated the role by the approved provider or the nominated supervisor and accept the designation in writing (regulation 117A-117C);
- Where a certified supervisor is nominated to be the nominated supervisor, the nomination must be accept the nomination in writing.



Acceptance for authorisation will not be valid from an individual identified in a court order, parenting order or parenting plan.

**Links to Policies:**

*Delivery and Collection of Children Policy and Procedure*  
*Enrolment and Orientation Policy and Procedure*  
*Excursion Policy and Procedure*  
*Medical Conditions Policy and Procedure*  
*Technology Use Policy and Procedure*  
*Water Policy and Procedure*

**Sources:**

*Department of Education Tasmania*  
*The Australian Government 'Priority of Access Guidelines'*  
*Child Care Provider Handbook*  
*Education and Care Services National Law*  
*Education and Care Services National Regulations*

