Acceptance and Refusal of Authorisations Policy and Procedure

Policy Relevant to:	All staff, Educators & families
Last Reviewed:	June 2023
Next Review:	December 2025
NQF:	92, 93, 94, 99-102, 102D, 117A-117C,157
NQS:	2.2; 2.2.1; 2.2.2; 2.2.3
National Law:	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 child 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 Responsible Person in Charge placed in day-to-day charge of the education and care service, the Responsible Person in Charge must be designated the role by the approved provider or the nominated supervisor and accept the designation in writing (regulation 117A-117C).

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

Related Policies:
Child Protection Policy
Delivery and Collection of Children Policy and Procedure
Enrolment and Orientation Policy and Procedure
Emergency and Evacuation Policy
Excursion Policy and Procedure
Incident, Injury, Trauma and Illness Policy
Nutrition Policy
Medical Conditions Policy and Procedure
Sun Safety Policy
Technology Use Policy and Procedure
Water Safe Policy and Procedure

Sources:
ACECQA. (2021). Policy and procedure guidelines. Acceptance and refusal of authorisations.
Department of Education Tasmania
Education and Care Services National Regulations. (2011).
Child Care Provider Handbook
Education and Care Services National Law
Guide to the National Quality Standard. (2020).
Revised National Quality Standard. (2018).
The Australian Government 'Priority of Access Guidelines'

Review History

Policy Reviewed By:	Service Managers	Executive Team	June 2023
POLICY REVIEWED	June 2023	NEXT REVIEW DATE	December 2023
Modifications	• Policy maintenance - no major changes to policy • Review regulations		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE

Signed

CEO:	
Manager:	*S. Norris*