




Policy Category: WHS	
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Signature: 	
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Document history:

Version	Date	Nature of Amendment
1	13/6/22	New Policy

Acceptance and Refusal of Authorisations_ASC

PURPOSE	- 2 -
POLICY STATEMENT	- 2 -

DEFINITIONS AND ABBREVIATIONS

MSSA: Milkwood Steiner School Association

NQS: National Quality Standard (ACECQA)

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.

Authorised nominee: A person who has been given permission by the child’s parent or legal guardian to collect the child from the service

Medication Medicine within the meaning of the *Therapeutic Goods Act 1989* (Cth). Medicine includes prescription, over-the-counter and complementary medicines. All therapeutic goods in Australia are listed on the Australian Register of Therapeutic Goods, available on the Therapeutic Goods Administration website (tga.gov.au).

Medical attention Includes a visit to a registered medical practitioner or attendance at a acecqa.gov.au hospital.

Medical emergency An injury or illness that is acute and poses an immediate risk to a person’s life or long-term health.

PURPOSE

This policy exists to ensure comprehensive processes in place for managing authorisations that are sensitive to the needs of children and their families, in Milkwood Steiner School’s After School Care service. The *Education and Care Services National Regulations* require approved providers to ensure their services have policies and procedures in place in relation to the acceptance and refusal of authorisations. Written authorisations from parents or authorised nominees help to ensure that the health, safety, wellbeing and best interests of all children are met. Through the authorisation process, parents are informed of risks associated with a matter, and can make an informed choice whether or not to proceed.

POLICY STATEMENT

All decision-making will be carried out in accordance with the principles of Milkwood Steiner School’s After School Care ***Acceptance and refusal of authorisations policy***.

These principles include:

- The health, safety and wellbeing of children is our number one priority.
- Families are part of the service decision-making process. Through authorisations, they are made aware of risks and can make informed decisions.
- Staff are provided with the necessary training and support to act in accordance with authorisations provided.

- Our acceptance and refusal of authorisations processes will meet all regulatory requirements.

Enrolment record

The approved provider (MSSA) will ensure that an enrolment record is kept for each child enrolled at the service. The record must include:

- Full name, date of birth and address of the child.
- The name, address and contact details of:
 - each known parent of the child
 - any emergency contact
 - any authorised nominee
 - any person authorised to consent to medical treatment or administration of medication
 - any person authorised to give permission to the educator to take the child off the premises
 - any person who is authorised to authorise the education and care service to transport the child or arrange transportation of the child.
- Details of any court orders, parenting orders or parenting plan.
- Gender of the child.
- Language used in the child's home.
- Cultural background of the child and their parents.
- Any special considerations for the child, such as cultural, dietary or religious requirements or additional needs.
- Authorisations for:
 - the approved provider, nominated supervisor or an educator to seek medical treatment and/or ambulance transportation for the child
 - the service to take the child on regular outings
 - regular transportation of the child.
- Name, address and telephone number of the child's registered medical practitioner or medical service.
- Medicare number (if available).
- Details of any specific healthcare needs of the child, including any medical conditions, allergies, or diagnosis that the child is at risk of anaphylaxis.
- Any medical management plan, anaphylaxis medical management plan or risk minimisation plan.
- Dietary restrictions.
- Immunisation status.
- If the approved provider or a staff member has sighted a child's health record, a notation to that effect.

Medication record

The approved provider will keep a medication record for each child to whom medication is administered by the service. This record must include:

- the child's name
- signed authorisation to administer medication
- a record of the medication administered, including time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication, if required.

A medication record template is available on the ACECQA website: [acecqa.gov.au/media/22731](https://www.cecq.gov.au/media/22731)

The Approved provider (MSSA) responsibilities:

- ensure that obligations under the Education and Care Services National Law and National Regulations are met
- ensure that an enrolment record is kept for each child that includes authorisations signed by a parent or a person authorised to consent to the medical treatment of the child if relevant, in relation to:
 - seeking medical treatment from a registered medical practitioner, hospital or ambulance service
 - transportation by an ambulance service
 - regular outings and transportation (regulations 160, 161)
- ensure that a medication record is kept that includes the authorisation to administer medication signed by a parent or a person named in the enrolment record (regulation 92)
- ensure that medication is only administered or self-administered if authorised or, in an emergency, authorisation is provided verbally by:
 - a parent or a person named in the enrolment record
 - a registered medical practitioner or an emergency service if the parent or person named in the enrolment record cannot be contacted (regulations 93, 96)
 - in the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation (regulation 94)
- ensure that children only leave the service premises, with a parent, an authorised nominee named in the enrolment record, or a person named in the enrolment record to collect the child (regulation 99)
- ensure all children have appropriate authorisation to leave the service on an excursion or regular outing (regulation 102)
- ensure no child is transported by the service without authorisation from a parent or other person named in the enrolment record (regulation 102D)
- ensure systems requiring authorisations are in place for other legal requirements or quality practices, e.g. photos of children and privacy
- ensure authorisations are kept up-to-date
- put in place processes for circumstances where authorisations are refused/not applicable. For example:
 - where the service is asked to administer medication that is not in its original container (see regulation 95)
 - when leaving the service, the parent, authorised nominee or person as listed in regulation 99 does not appear to be fit to take the child
 - the child has been given authorisation to leave the service alone, however the environment they would be in is unsafe
- take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the **Acceptance and refusal of authorisations policy and procedures**
- ensure that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators and staff, and available for inspection
- notify families at least 14 days before changing the policy or procedures if the changes will:
 - affect the fees charged or the way they are collected or
 - significantly impact the service's education and care of children or
 - significantly impact the family's ability to utilise the service.

The Nominated Supervisor responsibilities:

- implement the Acceptance and refusal of authorisations policy and procedures

- ensure that the child’s family completes and signs authorisations in the enrolment record and medication record (if relevant) before the child commences at the service
- ensure no child is transported by the service without an authorisation from their parent or other person named in the enrolment record
- ensure that medication is only administered or self-administered if authorised or, in an emergency, authorisation is provided verbally by:
 - a parent or a person named in the enrolment record
 - a registered medical practitioner or an emergency service if the parent or person named in the enrolment record cannot be contacted
 - in the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation
- ensure that children only leave the service premises with a parent, an authorised nominee named in the enrolment record, or a person named in the enrolment record to collect the child
- ensure all children have appropriate authorisation to leave the service on an excursion or regular outing
- ensure no child is transported by the service without authorisation from a parent or other person named in the enrolment record
- implement and oversee authorisation systems for other legal requirements or quality practices, e.g. photos of children and privacy
- ensure authorisations are kept up-to-date
- implement processes for circumstances where authorisations may be refused/not applicable.

Educator responsibilities

- ensure all action plans are carried out in line with the ***Acceptance and refusal of authorisations policy and procedures***
- ensure that the child’s family completes and signs authorisations in the enrolment record and medication record (if relevant) before the child commences at the service
- ensure no child is transported by the service without an authorisation from their parent or other person named in the enrolment record
- ensure that medication is only administered or self-administered if authorised or, in an emergency, authorisation is provided verbally by:
 - a parent or a person named in the enrolment record
 - a registered medical practitioner or an emergency service if the parent or person named in the enrolment record cannot be contacted
 - in the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation
- ensure that children only leave the service premises with a parent, an authorised nominee named in the enrolment record, or a person named in the enrolment record to collect the child
- ensure all children have appropriate authorisation to leave the service on an excursion or regular outing
- ensure no child is transported by the service without authorisation from a parent or other person named in the enrolment record
- implement authorisation systems for other legal requirements or quality practices, e.g. photos of children and privacy
- ensure authorisations are kept up-to-date
- implement processes for circumstances where authorisations may be refused/not applicable.

Families' Responsibilities

- complete and sign authorisations in the enrolment record and medication record (if relevant) before their child commences at the service
- complete and sign the authorisation for their child to attend excursions and/or to be transported by the service
- ensure any changes to authorisations or contact details are kept up-to-date
- be familiar with circumstances where authorisations may be refused/not applicable.