



Bacchus Marsh
Grammar

ELC POLICY

Early Learning Centre

Acceptance and Refusal of Authorisations Policy

Approved by the School Principal 14 October 2024

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Acceptance and Refusal of Authorisations Policy

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1 National Quality Standard

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| QA2 | 2.2.1 | Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard. |
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2 National Regulations

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|------|------|---|
| Regs | 92 | Medication record |
| | 93 | Administration of medication |
| | 99 | Children leaving the education and care service |
| | 102 | Authorisation for excursions |
| | 102D | Authorisation for service to transport children |
| | 160 | Child enrolment records to be kept by approved provider |
| | 161 | Authorisations to be kept in enrolment record |
| | 168 | Education and care services must have policies and procedures |

3 Aim

Our service aims to provide clear and transparent policies and procedures for authorisations. This helps staff and parents understand exactly what they need to do.

4 Intersection with Other Policies

Administration of Medication Policy

Enrolment Policy

Excursion Policy

Photography Policy

Privacy and Confidentiality Policy

Social Media Policy

5 Implementation

- 5.1.1 To ensure children's health and safety, and comply with the requirements of the National Law and Regulations and our policies and procedures, we will only allow the following activities to occur in respect of individual children if they are properly authorised in writing and dated:
- Administration of medication
 - Administration of medical treatment, dental treatment, general first aid products and ambulance transportation (required in enrolment records)
 - Excursions including regular outings
 - Taking of children's photographs
 - Posting of children's photographs on Xplor
 - Collection of children by people other than parents e.g. child
 - leaves in accordance with written authorisation of a parent or authorised nominee
 - is given into care of a person or taken outside the premises for urgent medical treatment or because of another emergency
 - Disclosure of a child's personal information where this is not legally required, or families would not expect the disclosure, other than disclosures to organisations related to the Service and made in accordance with our Privacy and Confidentiality Policy.
- 5.1.2 Written authorisations will contain all information required under the National Regulations and service policies - please see specific policies for more details.
- 5.1.3 Our service will accept verbal authorisations in the following situations:
- there is a medical emergency (authorisations are not required for asthma and anaphylactic emergencies)

- parents or authorised nominees are unable to collect a child before the service closes and authorise an alternate person to collect the child

5.1.4 Whenever a person not known to educators is authorised verbally or in writing to collect the child, they must be adequately identified by educators before the child is released. See Delivery and Collection of Children Policy for more information.

5.2 Over-the-Counter Pain Relief Medication e.g. Panadol

5.2.1 We do not accept written or verbal authorisations to administer Over-the-Counter pain relief medication like Panadol, Nurofen, Ibuprofen and paracetamol unless it has been prescribed by a medical practitioner or authorised verbally in an emergency as outlined above. Pain relief medication may mask the symptoms of serious illnesses, and our educators are not qualified medical professionals.

5.3 Refusing Authorisations

5.3.1 Staff will refuse an authorisation if it unreasonably risks the child’s safety, is not in line with our policies and procedures or is fraudulent. For example, staff will refuse an authorisation in the following situations:

- the authorisation is not (or does not appear to be) made by an authorised person
- the authorisation does not comply with aspects of our policies and procedures e.g. medication is not in the original container, does not have the child’s name on it, has expired, has an illegible label or the authorised dosage does not match the doctor’s instructions
- an authorised nominee, or person authorised by a parent or authorised nominee, does not appear to be capable of safely collecting the child (Delivery and Collection of Children Polic)

5.3.2 For transparency and accuracy, if staff refuse an authorisation they will record the following information in the child’s file:

- the details of the authorisation
- why the authorisation was refused
- actions taken e.g. parent asked to supply medication in original container

6 Source

Education and Care Services National Law and Regulations
National Quality Standard

7 Authorisation

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| ELC Document Name | Acceptance and Refusal of Authorisations Policy | |
| Name of Reviewer: Approved Provider | Principal Andrew Neal | Signature: |
| Name of Reviewer: Nominated Supervisor | Kerry Osborn | Signature: |
| Date Revised | October 2024 | |

8 History

| Date | Amendment |
|------------------------|------------------|
| 14 October 2024 | 1. New format |