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Acceptance and Refusal of Authorisations

Policy Statement

South Turramurra OOSH (OOSH/service) requires authorisation from families to access information, administer medication, relinquish care to someone other than a parent or guardian and engage in certain activities. Listed Authorisation is required in writing from an authorised person on the child's enrolment form.

Legislative Requirements

- Education and Care Service National Law Act 2010: 167
- Education and Care Service National Regulation 2011: 5AA 92, 93, 94, 96, 99, 102, 102D, 166A, 168, 170, 171, 172, 181
- National Quality Framework 2012
- Privacy Act 1988

Definitions

Authorised Nominee

- A person who has been given permission by a parent or family member to collect the child from the education care service.

Excursion

- An outing organised by an education and care service, but does not include an outing organised by an education and care service provided on a school site if:
 - (a) the child or children leave the education and care service premises in the company of an educator; and
 - (b) the child or children do not leave the school site.

Medication

- Medicine within the meaning of the Therapeutic Goods Act 1989 (Cth). Medicine includes prescription, over the counter and complementary medicines.

Regular Outing

- In relation to an education and care service, means a walk, drive or trip to and from a destination:
 - (a) that the service visits regularly as part of its educational program; and
 - (b) where the circumstances relevant to the risk assessment are the same on each outing.

Regular Transportation

- In relation to an education and care service, means the transportation by the service or arranged by the service (other than as part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are the same for each occasion on which the child is transported.

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, and 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 a place of excursion.

Implementation Strategies – how will it be done?

The Approved Provider/Nominated Supervisor will:

- 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.
- 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.
- 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. If an email and/or text message has been received from the parents giving a person other than an authorised collector, that person can pick up their child/ren after an ID check.
- 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.
- 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.
 - when leaving the service, the parent, authorised nominee or person 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.

Educators and staff will:

- 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 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.
- Ensure children are signed in and out of all relevant rolls and transport lists when taken to and collected from off-site extra-curriculars. Ensure records include signatures from extra-curricular activity facilitators, accepting duty of care for the child/ren.

Procedures

- The Education and Care Services National Regulations require services to ensure that an authorisation (permission) is obtained from families in certain situations. For example, the Regulations stipulate an authorisation must be obtained for:
 - Administering medication to children (Regulation 93)
 - Children leaving the premises of a service with a person who is not a parent of the child (Regulation 99)
 - Children being taken on excursions (Regulation 102)
 - Children being regularly transported by the service or on transportation arranged by the service (Regulation 102A-102F)
 - Seeking medical treatment for children and transportation by an ambulance service (Regulation 161)
- OOSH may exercise the right to refuse to release a child if written or verbal authorisations do not comply with the requirements outlined below. The responsible person on duty also has the right to refuse authorisation if the child's safety or wellbeing is deemed to be compromised.
- If refusal of an authorisation is delivered, the child's name, activity and reason as to why authorisation was denied will be sent to the parents via email as well as being notified upon collection of the child and the occurrence will be documented by the Coordinator/Nominated Supervisor or Responsible Person and kept digitally.

Authorised Nominee

- All parent/guardians and authorised nominees are required to have the following details listed in the child's enrolment.
 - Name
 - Address
 - Contact details
- All parent/guardians and authorised nominees are required to provide a contact email address and mobile number, as required by Xplor, to confirm their identity for their digital profile. The authorised profile is used to log the necessary information as required and set out in the *Delivery & Collection of Children policy*.
- When parents/guardians add authorised nominees, they may select additional applicable permissions for the authorised nominee.
- It is the responsibility of OOSH to ensure that authorised nominees hold the relevant additional permissions when providing authorisation for medication administration, excursions and transportation of children.

Administering medication to children

- The authorisation to administer medication (including, if applicable, self-administration) needs to be signed by a parent/guardian or a person named in the child's enrolment record as authorised to consent to administer medication. This authorisation must include:
 - The name of the child.
 - The name of the medication to be administered.
 - The time and date that the medication was last administered.
 - The time and date and/or the circumstances under which the medication should be next administered.
 - The dosage of the medication to be administered.
 - The manner in which the medication is to be administered.
- To authorise OOSH to administer medication, a parent/guardian or authorised nominee listed in the child's enrolment must complete the *Medication Administration form* and comply with the information outlined in the *Administration of Medication* section of the *Dealing with Medical Conditions in Children policy*.
- Authorisations will be accepted and sighted by OOSH's Nominated Supervisor or Responsible Person and a copy be made for the parent/guardian upon request. The original will be scanned and the physical copy filed into the First Aid folder. A digital version of the authorisation will be attached to the child's enrolment in Xplor.
- An exception can only be made, and medication administered to a child without authorisation in case of an anaphylaxis or asthma emergency (Regulation 94).
- If medication is administered without authorisation (as stated in Regulation 94) the Nominated Supervisor must ensure the parent/guardian, and emergency services is notified as soon as practicable.
- OOSH will permit a child over preschool age to self-administer medication if an authorisation for the child to self-administer medication is recorded in the medication record for the child.

Children leaving the premises of a service with a person who is not a parent of the child

- Authorised nominees must be added to the child's file in order to collect a child who is not their own. Parent/guardians can add authorised nominees to their child's file by adding them as "Contacts" via their Xplor Home profiles and selecting the authorisation to collect permission for the contact.
- When required, OOSH will accept written authorisation provided by the parent/guardian or authorised nominee to allow a person that is not listed in the child's enrolment to collect the child from the service in accordance with regulation 99, sub regulation (4)(b).
- In an emergency, verbal authorisation from a parent/guardian is acceptable. In this case, the collector's name and contact details will be recorded, and Photo ID will be sighted before releasing the child (see *Delivery & Collection of Children policy*).
- A child may be released to the Police, Paramedics or child protection services in an emergency without consent, in accordance with Regulation 99.
- In the case of a child being collected by someone other than an authorised contact on the child's account, with parental permission, OOSH staff will sign the child out in the Playground App and make a note in the sign-out log, noting the means of parental permission gained.

Children being taken on excursions

- OOSH will not take any children on excursions unless the required written authorisation has been received from the child's parent/guardian or a person named in the child's enrolment record as authorised to consent to excursions.
- A risk assessment of the excursion, including transportation of children during the excursion, will be completed prior to seeking authorisation from parents.

- Authorisation for excursions will be sought by OOSH and will include the following details as set out by regulation 102(4).
 - The child's name.
 - The reason the child is to be transported.
 - The date the child is to be taken on the excursion (unless the authorisation is for an ongoing outing).
 - A description of the proposed pick-up location and destination for the excursion.
 - The method of transport used for the excursion.
 - The period of time during which the child is to be transported.
 - The proposed activities to be undertaken by the child during the excursion.
 - The anticipated number of children likely to be attending the excursion.
 - The anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion.
 - That a risk assessment has been prepared and is available at the service.
 - That written policies and procedures for transporting children are available at the service.
- A copy of the authorisation will be kept digitally attached to the child's enrolment (Regulation 161).

Children being regularly transported by the service or on transportation arranged by the service

- OOSH will not transport any children to (or from) extra-curricular activities unless the required written authorisation has been received from the child's parent/guardian or a person named in the child's enrolment record as authorised to consent to transportation.
- A risk assessment of the transportation of children will be completed prior to seeking authorisation from parents.
- The authorisation must include the following details as set out by regulation 102D(4).
 - the child's name.
 - the reason the child is to be transported.
 - if the authorisation is for regular transportation, a description of when the child is to be transported.
 - if the authorisation is not for regular transportation, the date the child is to be transported.
 - a description of the proposed pick-up location and destination.
 - the means of transport.
 - the period of time during which the child is to be transported.
 - the anticipated number of children likely to be transported.
 - the anticipated number of staff members and any other adults who will accompany and supervise the children during transportation.
 - any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported.
 - that a risk assessment has been prepared and is available at the education and care service.
 - that written policies and procedures for transporting children are available at the education and care service.
- Authorisation is required every 12 months if the transportation is regular transportation and there are no significant changes to the conditions of the transportation and the risks involved.
- If there has been significant change to the conditions of the regular transportation and the risk assessment has been updated, new authorisation will be required.
- A copy of the authorisation will be kept digitally, attached to the child's enrolment (Regulation 161).

Seeking medical treatment for children and transportation by an ambulance service (Regulation 161).

- It is a regulation requirement that South Turrumurra OOSH keep the following authorisations in each child's enrolment.
 - An authorisation for the approved provider to seek medical treatment for the child from a registered medical practitioner, hospital, or ambulance service.
 - An authorisation for the approved provider to seek transportation of the child by an ambulance service.
- Each authorisation must be provided by a parent/guardian, or a person listed in the enrolment as authorised to consent to the medical treatment of the child.

References and Related Policies and Procedures

References

- Australian Children's Education and Care Quality Authority (ACECQA) – www.acecqa.gov.au
- ACECQA – Guide to the National Quality Framework - acecqa.gov.au/nqf/about/guide
- ACECQA – Opening a new service - acecqa.gov.au/resources/opening-a-new-service

Related Policies and Procedures

- Delivery and Collection of Children
- Dealing with Medical Conditions in Children
- Excursions and Transportation
- Emergency and Evacuation
- Health & Safety
- Incident, injury, trauma, and illness
- Enrolment and Orientation
- Providing a Child Safe Environment
- Governance and Management

Approval and Revision History

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