



## 2.11 Acceptance and Refusal of Authorisation

### Written By

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### Aim

Our Education and Care Service requires authorisation for actions such as administration of medications, collection of children, excursions and providing access to personal records. This policy outlines what constitutes a correct authorisation and what does not, and may therefore result in a refusal.

### Goals

We will ensure that we only act in accordance with correct authorisation as described in the Education and Care Services National Regulations, 2011.

### Strategies

The Nominated Supervisor will:

- Ensure documentation relating to authorisations contains:
  - ❖ the name of the child enrolled in the service;
  - ❖ date;
  - ❖ signature of the child's parent/guardian, or nominated contact person (if permission granted by family) who is on the enrolment form;
  - ❖ the original form/letter/register provided by the service.
- Apply these authorisations to the collection of children, administration of medication, excursion, enrolment form permissions (eg transport by ambulance, use of sunscreen, information shared with Primary Schools, use of photos and names on social media etc) and access to records.
- Keep these authorisation in the enrolment record.
- Exercise the right of refusal if written or verbal authorisations do not comply.
- Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The service can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered.

### Evaluation

Correct authorisation is obtained, referred to and applied appropriately ensuring reduction in possible risk.

### Relevant Legislation

Children (Education and Care Services National Law Application) Act 2010  
Education and Care Services National Regulations 2011

**Resources & References**

Children (Education and Care Services National Law Application) Act 2010  
Education and Care Services National Regulations 2011  
Education and Care National Regulations.  
Education and Care Services National Regulations 2011: 168  
Link to National Quality Standard: 7.3  
Sample Policy - Policy Review Date: November 2012  
The National Quality Standard (2010).  
Being, Belonging and Becoming: The Early Years Framework for Australia (2009).  
Early Childhood Australia's Code of Ethics  
Bermagui Preschool Policies

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