



Acceptance and Refusal of Authorisations

Date adopted:

Date last reviewed:
May 2023

Reviewed by:
Board of Management.

Date of next review:
May 2025

Policy context:

This policy relates to:

National Quality Standards.	QA 2 Children's health and safety
Legislation/Act.	National Law & Regulations Sections 165, 167 Regulation 92 Medication record Regulation 99 Children leaving the education and care premises and excursions Regulation 102 Authorisations for excursions Regulation 161 Authorisations to be kept in enrolment record

Documents related to this policy

Related policies	Medications Policy Excursions Policy
Forms or other organisational documents	Enrolment form Medications form Excursion authorisation form
References	

Policy Review:

Policy review frequency: This policy will be reviewed in accordance with the Organisations Review Policy.	Responsibility for review: The Board of Management.
Where appropriate staff will be part of the review process.	
Documentation and communication: Policy documentation to be held in Policy and Procedure manuals. Where appropriate copies of new or reviewed policies will be given to staff, volunteers and families.	

Purpose

Authorisation must be obtained from parent/guardians or authorised nominees in the following circumstances:

- administering medication to children (regulation 92)
- children leaving the premises in the care of someone other than their parent (regulation 99) other than the case of emergency
- children being taken on excursions (regulation 102)

Rationale

Our service has a responsibility to protect the health, safety and wellbeing of each child at all times.

Educators require 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.

Strategies

Refusing a Written Authorisation

On receipt of a written authorisation from a parent/guardian that does not meet the requirements outlined in the related service policy, the Approved Provider or delegated authority will:

- Immediately explain to the parent/guardian that their written authorisation does not meet legislative and policy guidelines.
- Provide the parent/guardian with a copy of the relevant service policy and ensure that they understand the reasons for the refusal of the authorisation.
- Request that an appropriate alternative written authorisation is provided by the parent/guardian.
- In instances where the parent/guardian cannot be immediately contacted to provide an alternative written authorisation, follow related policy procedures pertaining to the authorisation type.
- Follow up with the parent/guardian, where required, to ensure that an appropriate written authorisation is obtained.

Roles and Responsibilities

Role	Authority/responsibility for
Approved Provider	<ul style="list-style-type: none">• Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011.
Nominated Supervisor	<ul style="list-style-type: none">• Provide supervision, guidance and advice to ensure adherence to the policy at all times.• Ensure all authorisations will be retained within the Enrolment Record, original copy and will include:<ul style="list-style-type: none">– the name of the child enrolled in the service– the date– the signature of the child's parent/guardian or nominated contact person who is on the enrolment form– the original form/letter/register provided by the service.• Ensure that all parents/guardians have completed the authorised nominee section of their child's enrolment form and that the form is signed and dated before the child is enrolled at the service.• Ensure children are adequately supervised, are not subject to inappropriate discipline, and are protected from harms and hazards.

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- Apply these authorisations to the collection of children, administration of medication, excursion and access to records.
- 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 it is noted on medical plans and that parents/guardians are contacted as soon as practicable after the medication has been administered.

Families

- Ensure that you complete and sign the authorised nominee section of your child's enrolment form before your child attends the service.
- Inform service of current contact numbers to ensure you are contactable at all times.
- Communicate to Responsible Person and staff any individual requests regarding authorisations.
- Ensure that where children require medication to be administered by educators or other staff, you authorise this in writing, sign and date it for inclusion in your child's medical record.