Acceptance and Refusal of Authorisations Policy

NQS

QA2  2.3.1  Children are adequately supervised at all times

2.3.2  Every reasonable precaution is taken to protect children for harm and any hazard likely to cause injury.

National Regulations

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

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.

Related Policies
Administration of Medication Policy
Enrolment Policy
Excursion Policy
Photography Policy
Physical Safety (Workplace, Learning and Administration) Policy

Implementation

- Where activities require authorisation, either to comply with national regulations, or to comply with our service policies, our service requires that the authorisation is provided in writing and is dated. These activities include:
  - Administration of medication
  - Administration of medical treatment, dental treatment, general first aid products and ambulance transportation
  - Excursions including regular outings

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- Incursions
- Taking of photographs
- Water based activities
- Enrolment of children including naming of authorised nominees and persons authorised to consent to medical treatment or trips outside the service premises.

- The format of written authorisations required under the national law must comply with the regulations. Please see specific policies for more information.
- Our service does not accept verbal authorisations in any circumstances except in situations requiring:
  - Emergency administration of medication, including emergencies involving anaphylaxis or asthma
  - Emergency pick-up of children.

Source

Education and Care Services National Regulations 2011
National Quality Standard

Review

The policy will be reviewed annually by the Out of School Hours Care subcommittee of School Council.

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