



# Refusal of Authorisations Policy

## Purpose

A policy on the acceptance and refusal of authorisations sets out the circumstances in which St Kevin's OHSC requires an authorisation from parents, and the criteria by which we would decide whether or not to accept the authorisation. It is to provide clarity to staff and parents/guardians. For example, one criteria might be that the authorisation is signed and dated and clearly identifies the activity to which it relates.

## Policy statement

### 1 Values

This centre is committed to:

- Clearly communicating to staff, parents and children so expectations are always in sync
- Following the Education and Care Services National Regulations 2011 (ECSNR) and Education and Care Services National Law Act 2010 in relation to authorisations
- Ensuring family values and wishes are respected and clearly articulated
- Ensuring children are safe when being educated and cared for, and helps the committee ensure they are meeting their legal obligations

### 2 Scope

This policy applies to staff, children, parents/guardians, volunteers, students on placement and the committee of St. Kevin's Out of Hours School Care.

### 3 Background and legislation

#### Background

In the Education and Care Services National Regulations 2011 (ECSNR) and Education and Care Services National Law Act 2010, ACECQA has set down the following policies and procedures must be written by service providers in Regulation 168 (2), which states:

"Policies and procedures are required in relation to the following – (m) the acceptance and refusal of authorisations (page 178)"

This means providers must have a policy and procedure in place for accepting or refusing authorisations. Clear policies and procedures help staff and parents understand exactly what they need to do.

#### Legislation

Relevant legislation may include but is not limited to:

- Education and Care Services National Regulations 2011 (ECSNR)
- Education and Care Services National Law Act 2010

## 4 Definitions

**Anaphylaxis medical management action plan (sometimes referred to as an Action plan):** An individual medical management plan prepared and signed by the child's treating medical practitioner at the date it was signed, providing the child's name and allergies, a photograph of the child, description of the prescribed anaphylaxis medication for that child and clear instructions on treating an anaphylactic episode. An example of this is the Australian Society of Clinical Immunology and Allergy (ASCIA) Action Plan.

**Asthma action plan:** A record of information on the child's asthma and how to manage it, including contact details, what to do when the child's asthma worsens and emergency treatment.

**Authorisation:** Approval in writing, signed and dated by the child/ren's parent/guardian

**Authorised person:** A person for whom the parents/guardians have given written authority to collect the child from the centre. These details will be on the child's enrolment form.

**Centre event:** A special activity, visitor or entertainment that may be conducted during session time at the centre.

**Enrolment form** – form provided by St. Kevin's OHSC which must be completed to be allowed to utilise the service. It contains vital information about the child, which is required to provide a high level of care and education

**Department of Education and Employee workplace relations (DEEWR):** federal government responsible for the licensing and regulation of out of hours school care.

**Guardian:** A person who has been given lawful authority by a court order. The definition of guardian under the *Children's Services Act 1996* also includes a person who has custody (day-to-day care) or control of the child (but does not include the person providing children's services to a child).

**Medication:** Any substance that is administered for the treatment of an illness or medical condition.

**Regular medication** is medication that is required for ongoing treatment of a long term medical condition. Eg epipen for anaphylaxis, ventolin for asthma.

**Medication (prescribed):** Any substance that is administered for the treatment of an illness or condition that has been:

- Authorised by a health care professional
- Dispensed by a health care professional with a printed label, which includes the name of the child being prescribed the medication, the medication dosage and expiry date. Usually for short term used

**Medication (non-prescribed):** Over-the-counter medication, including vitamins and cultural herbs or remedies that may have been recommended by an alternative health care professional such as a naturopath.

**Medication book:** A book used for recording detailed information on medication for administration to a child (ECSN regulations).

**Medical action plan:** A document that has been prepared and signed by a doctor that describes symptoms/causes, clear instructions on action and treatment for the child's specific medical condition, and includes the child's name and a photograph of the child. An example of this is the Australian Society of Clinical Immunology and Allergy (ASCIA) Action Plan.

**Medical emergency:** An injury or illness that is acute and poses an immediate risk to a person's life or long-term health.

**Qualified staff member:** Either a teaching staff member (holds an early childhood qualification at degree level or above; or recognised equivalent) or a staff member who has successfully completed a two-year full-time or part-time equivalent post-secondary early childhood qualification or a recognised and approved equivalent.

**Staff member:** A person who is aged eighteen years or over and who is employed or has been appointed or engaged to be responsible for the care or education of children at the children's service (does not include volunteers or visiting early childhood intervention staff)..

## 5 Sources and related policies

**Sources:** - ACEQA web site - <http://acecqa.gov.au/home/>

### **Related Centre Policies:**

- Administration of medication
- Anaphylaxis Management
- Asthma
- Incident & Medical Emergency Policy (first aid)
- Delivery and collection of children
- Excursions & Centre Events
- Enrolment
- Privacy

## **Procedures**

The committee is responsible for :

- Staff and parents/guardians are aware of this policy and are adhering to the information in attachment 1
- Providing support to staff in relation to this policy
- Ensuring staff are familiar with all related policies

Staff are responsible for:

- Ensuring documentation relating to authorisations contains the details listed in Attachment 1
- Once authorisations are collected, placing them on the child's enrolment record
- Adhering to this policy
- Advising the committee if there are any issues in relation to authorisations

The parents/guardians are responsible for:

- Ensuring authorisations are completed accurately, and given to the staff member or school office, or emailed.
- Always completing an enrolment form for each child prior to attending the centre. These forms must be reviewed by the qualified staff member prior to attendance so staff member is fully aware of anything that may affect your child/ren's experience at St Kevin's OHSC.
- Advising any changes to parents/guardians, authorisations. Eg they enter into an agreement with another parent to collect their child from the centre.

## **Evaluation**

In order to assess whether the policy has achieved the values and purposes, the committee will:

- Assess feedback from staff, parents/guardians regarding the policy
- Monitor complaints and reports/outcomes of incidents at the centre
- Review and analyse information gathered from random checks of all records mentioned in this policy, including enrolment, medical authorisations etc.

## **Attachments**

Attachment 1 – Authorisations and Correct Procedures Table

## **Authorisation**

The policy was adopted by the **St Kevin's Out of Hours School Care** committee of management at a committee meeting on **18thn October 2016**

**Review date: October 2018**

## Attachment 1 – Authorisation and Correct Procedures Table

St Kevin's OHSC requires authorisations from parents in the instances listed below. The following procedures outline what constitutes correct authorisation and what does not, to eliminate any confusion

Authorisation Required:	Type of Authorisation	Correct Authorisation	Authorisation Not accepted
administering medication to children (regulation 92) (self administration or teacher) Not on a regular occurrence	Written authorisation in medication record of school or OHSC centre.	<p>The following information is given:</p> <ul style="list-style-type: none"> <li>o Name of medication</li> <li>o Time Last administered</li> <li>o Time To be administered (or circumstances to be administered)</li> <li>o Dosage to be administered</li> <li>o Method of administration</li> <li>o Signature of parent/Guardian</li> </ul> <p>Authorisation in St. Kevin's school medication book with OK to transfer medication or in the OHSC medication book Under extenuating circumstances only an email with electronic signature will be accepted along WITH verbal authorisation (both must be provided)</p>	Verbal authorisation only
administering medication to children when medication is required REGULARLY or in conjunction with an illness such as anaphylaxis	A written medical action/management plan or (Asthma plan)	<p>A medical action/management plan <b>completed by the child's doctor</b> should be provided and should define:</p> <ul style="list-style-type: none"> <li>o The name of the medication, dosage and frequency</li> <li>o Conditions under which medication should be administered.</li> <li>o What actions, if any, should be taken following the administration of the medication</li> </ul> <p>Only an original form with photograph will be accepted</p>	Verbal authorisation
Children leaving the premises in the care of someone other than their parent/guardian	<p>Anyone other than the parent/guardian who is authorised to collect a child, must be listed on the child/ren's enrolment form.</p> <p>Anyone who is not on the enrolment form must be given approval by the parent by completing the form</p> <p>Additionally, if a minor is to take legal responsibility of the child/ren an</p>	<p>The Authorisation form for someone other than the parent/guardian or authorised person must have the following completed</p> <ul style="list-style-type: none"> <li>o Name</li> <li>o Address</li> <li>o Telephone number</li> <li>o Who they are authorised to collect</li> <li>o Sign and dated</li> </ul> <p>An email version is acceptable as long as it contains a signature AND is verbally followed up, either via telephone or in person (to determine its authenticity)</p> <p>If a minor is to collect the child/ren they must complete a Acknowledgement and confirmation of authorisation of a young person to collect a child form.</p> <ul style="list-style-type: none"> <li>o Minor to collect's name</li> </ul>	<p>Verbal authorisation only</p> <p>Written without a verbal confirmation from the parent</p>

	authorisation form must be completed	<ul style="list-style-type: none"> <li>o Child/ren's name</li> <li>o Parent's/guardian's name:</li> <li>o Parent's/guardian's signature and Date:</li> <li>o Committee/authorised staff member's name:</li> <li>o Committee/authorised staff member's signature and date</li> </ul> <p>This form must have the above details completed and can be in electronic format as long as the authorisation is signed and AND is verbally followed up, via telephone or in person (to determine its authenticity)</p>	
Incursions	A letter detailing the incursion will go home to parents and must be returned and signed by a parent/guardian with authorisation as per the enrolment form	Signed and dated approval form for incursions by a person named on the child's enrolment form as having the authority to authorise. To be given to OHSC staff member/St. Kevin's office. May be received via email, with valid signature	Verbal authorisation will not be accepted, unless followed up with a written confirmation
To take photographs, videos of children to record their activities at the centre.	If photos and videos are taken each parent must have provided authorisation via the Permission form for photographs and videos	<p>The Permission form for photographs and videos must be returned to the centre which must have the following completed:</p> <ul style="list-style-type: none"> <li>o Name of child,</li> <li>o Signature of parent</li> <li>o Date</li> </ul> <p>This form of approval will be valid until the next enrolment year To be handed to a staff member, at St Kevin's school . May be received via email, with valid signature</p>	Verbal authorisation only
To use digital images for the media.	If the centre decides to use images for the media, a request called a "Special permission notice for publications/media" will be sent home prior to the information going to the media	<p>To authorise this for your child/ren you need to complete the "Special permission notice for publications/media" form. This will contain the details of who will be taking the photos and details of the media/organisation publishing. This is a once off approval, unless otherwise stated. Specifically the following must be completed:</p> <ul style="list-style-type: none"> <li>o Name of child</li> <li>o name of parent / guardian</li> <li>o Signature (parent/guardian)</li> <li>o Date</li> </ul> <p>To be handed to a staff member, at St Kevin's school . May be received via email, with valid signature</p>	Verbal authorisation only
In an incident or medical emergency – to allow the centre to seek emergency medical treatment	Approval on child's enrolment form	<p>Enrolment form completed, signed and dated. Must be received prior to attending St. Kevin's OHSC. To be handed to a staff member, at St Kevin's school.</p>	<p>Verbal authorisation only No email versions accepted</p>

Authorisation to attend the centre	Approval to attend the centre (child cannot simply turn up because parent is late to collect from school)	Completed Enrolment form must be submitted and reviewed by the qualified staff member prior to attendance at the centre. This is so the staff member can validate contact details, medical details etc	Verbal authorisation only No email versions accepted
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