

POLICY/PROCEDURE NAME & REVIEW PROCESS	ACCEPTANCE and REFUSAL of AUTHORISATION POLICY This policy and procedure has been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures. We welcome feedback and input from all stakeholders at any time and this policy is subject to review based on feedback or due date of annual review.
NATIONAL QUALITY STANDARD	QUALITY AREA 2- CHILDREN'S HEALTH AND SAFETY 2.2 Safety 2.2.1 – Supervision 2.2.2 – Incident and Emergency Management 2.2.3 – Child protection
NATIONAL LAW AND REGULATIONS	92-Medication Record 93- Administration of medication 94- Exception to authorisation requirement—anaphylaxis or asthma emergency 96- Self- Administration of medication. 99- Children leaving the education and care service premises 102- Authorisation for excursions. 102D- Authorisation for service to transport children. 160- Child enrolment records to be kept by approved provider. 161- Authorisations to be kept in enrolment record 168-Education and care service must have policies and procedure 170-Policies and procedures to be followed 171-Policies and procedures to be kept available 172- Notification of change to policies or procedures
RELATED POLICIES and RECORDS	<ul style="list-style-type: none"> Administration of first aid policy Dealing with medical conditions policy Delivery of and collection of children policy Incident, injury, trauma, and illness record Emergency and evacuation policy Enrolment record Excursion parent permission record Excursion policy Excursion risk management record Medication administration record long or short term Medical Management plan and communication record Record keeping and retention of records policy. Bus safety transportation policy
SCOPE OF POLICY	This policy applies to all children, educators, staff, families, management, students, volunteers, and visitors at our service.
AIM OF POLICY	To ensure that our service has strong guidelines, procedures, and practices in place regarding acceptance and refusal of authorisation for all children who attend our service in order to support their safety, wellbeing, and protection. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.
SERVICE IMPLEMENTATION	The Education and Care Services National Regulations require policies and procedures to be in place, in particular, managing the acceptance and refusal of authorisations in our service. Our service is committed to this policy and adhering to the correct practices and procedures to support the acceptance and refusal of authorisations. The health, safety and wellbeing of children will be our first priority and therefore adhering to the safety measures that we have in place for the acceptance and refusal of authorisations will form the criteria to meet these guidelines. We will advise families of the implementation of this policy and welcome any feedback or input. Through authorisations we ensure they are made aware of risks and therefore make informed decisions. Our educators and staff play an important role in all aspects of the service, and we value their input. We endeavour to support our staff with training to allow them to act in accordance with

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authorisations provided. We will prioritise good governance and quality management. We ensure that our acceptance and refusal of authorisations processes are effective and transparent and meet all regulatory requirements.

However, for acceptance to occur, stakeholders must complete a thorough **enrolment record**. If an enrolment record is deemed to be incomplete and does not meet National Law and Regulations, then refusal of the enrolment may occur.

Our duty to meet compliance, applies to the following but may not be limited to the below authorisations:

- Authorisation to administer medication to children.
- Authorisation to seek medical treatment for the child from a registered medical practitioner, hospital, or ambulance service.
- Authorisation to seek transportation of the child by an ambulance service.
- Authorisation to take a child on excursion.
- Authorisation to transport a child.
- Authorisation to contact an emergency contact if a parent can't be contacted.
- Authorisation to seek consent from an emergency contact to administer medication to a child.
- Authorisation to allow a child to leave the premises with an authorised nominee named in an enrolment record.
- If any of the authorisations don't meet National Quality Standards or National Law and Regulations, then acceptance will be refused.
- If any of our criteria is breached by stakeholders relating to this policy and procedure, then acceptance will be refused.
- Approved provider or nominated supervisor will regularly seek updates from families in regard to updating authorisations, at least annually.
- The service may seek additional authorisation if the parent/guardian is not contactable or if an authorised person is completing pickups or drop offs.
- Valid authorisation includes the authorised person to complete and sign relevant forms they have been advised to do. Give permission or authorisation over the phone where necessary. In the instance of phone authorisation, 2 educators must witness this conversation and complete an authorisation form

Continuous Improvement

We are dedicated to the ongoing improvement of our practices and procedures through the following actions:

- Conducting regular reviews and updates of this policy with all stakeholders.
- Actively seeking feedback from children, families, and staff members.
- Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

Approved Provider, Nominated Supervisor

- Ensure that refusal will be implemented if the supporting authorisations or criteria set out in this policy is not evident.
- Medication permission record is incomplete, or medication is not meeting policy requirements, we will not administer medication. Families will be advised of this immediately by the nominated supervisor to allow opportunity to rectify the situation. We will seek verbal authorisation in the event of an emergency.
- Excursion permission record is not completed, we will not allow a child/ren on an excursion.
- Authorised Contact – we will not allow a child/ren to leave the service with any unknown person.
- Transportation- no child will be taken on any form of transportation if enrolment record is incomplete.

Educators

- Adhere and understand the procedures for this policy, take responsibility to question persons unknown to them who arrive to collect a child and seek further support from the nominated supervisor or responsible person in their absence.

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	<ul style="list-style-type: none"> Thoroughly check paperwork when taking children on excursions or administering any form of medication, if any discrepancies are discovered alert nominated supervisor or responsible person in their absence. <p>Families</p> <ul style="list-style-type: none"> Upon enrolment we seek a commitment from families to complete enrolment and forms to ensure compliance and that our policies and procedures are followed and adhered to. <p>We seek the following commitment:</p> <ul style="list-style-type: none"> Families read and understand our policies. Complete all forms with care and accuracy – ensuring that all information is true, dated correctly and signed where required. Understand that when refusal occurs that it is due to not meeting the National Law and Regulations and/or is against our service policy. Provide updated details when changes occur that may affect their enrolment such as new emergency contacts or changes in permissions. Ensure that families inform new authorised contacts who pick up for the first time from the service that they will need to provide identification usually in the form of a driver's licence.
REGULATION IMPLEMENTATION	The following regulations and procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
In regard to regulation 92- medication record	<p>Approved Provider will</p> <ul style="list-style-type: none"> Provide a medical administration record that meets all of the regulatory requirements. Ensures that the appointed nominated supervisor is supporting educators to administer medication according to policy and procedure. Ensure the medication records are checked thoroughly, completed accurately, filed securely, and kept in accordance with record keeping and retention of records policy. Educators will complete the Medication administration record long or short term in accordance with this policy and procedure. <p>Medication administration record long or short term must include the following and No medication will be administered unless the record is complete and meets all policy outlines.</p> <ul style="list-style-type: none"> The name of the child. Ensure that the medication has been administered by a medical practitioner and is in its original container, with its original label / is prescribed for that particular child/ has not expired and must be administered with any instructions attached to the medication or provided by a registered medical practitioner. Authorisation to administer medication if applicable, self-administration), signed by a parent or person named in the child's enrolment record as authorised to consent to administration of medication. <p>Once the medication is administered to the child:</p> <ul style="list-style-type: none"> The dosage that was administered. The manner in which the medication is to be administered. The time and date the medication is to be administered. The name and signature of the person who administered the medication. The name and signature of the person who checked the dosage and administration. <p>Nominated Supervisor will.</p> <ul style="list-style-type: none"> Ensure that all staff are made aware of the policy and process and will monitor and check records and medication regularly. In the event of a medical emergency will seek verbal authorisation to administer medication to a child.
In regard to regulation 93 -Administration of medication	<p>Approved Provider and Nominated Supervisor will.</p> <ul style="list-style-type: none"> Ensure parent/ guardians have completed Medication administration record long or short term prior to administering any medication to children and that any medication is in its original container and has a chemist label attached with information pertaining to the correct child and is current and has not expired. Nominated supervisor will complete in conjunction with parent/guardian prior to enrolment a medical management plan and communication record if an ongoing medical condition exists and is accompanied by a medical management plan from a medical practitioner.

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	<ul style="list-style-type: none"> Ensure that educators only administer medication if they are first aid qualified and have a first aid qualified witness present, confirm the details of the medication, check for expiry date, check child's name, and complete the Medication administration record long or short term once administered. Ensure they seek verbal permission by a parent/guardian or emergency contact to administer or self-administer medication. In the event they are unable to contact parent/guardian or emergency contact seek permission from a registered medical practitioner or emergency service. Ensure parent /guardians have completed the permission section of the enrolment record to request an ambulance in the event of an emergency. In the event of an emergency administration of medication -call an ambulance if required. Call parents immediately after child has been attended to. Complete an Incident, injury, trauma, and illness record. Notify regulatory authority on the NQAITS portal within 24 hours after the event.
In regard to Regulation 94- Exception to authorisation requirement— anaphylaxis or asthma emergency	<p>Approved Provider and Nominated Supervisor will.</p> <ul style="list-style-type: none"> Ensure parent/guardians have completed the emergency administration section of the enrolment record so that in the event of a serious emergency involving anaphylaxis or asthma that medication may be administered. Ensure enrolment record has been checked by approved provider and or nominated supervisor prior to commencement of child/ren. Ensure that staff administer emergency medication such as EpiPen or asthma puffer by a qualified first aid educator/ responsible person with a witness in place. Ensure service has its own EpiPen and Asthma puffer available for emergency administration in the event of Asthma or Anaphylaxis event. Have checks in place to ensure that EpiPen and or Asthma puffer is not expired. Call an Ambulance if required. Call Parents immediately after child has been attended to. Complete an Incident, injury, trauma, and illness record. Notify Regulatory authority on the NQAITS portal within 24 hours after the event.
In regard to Regulation 96- Self administration of medication	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure medical management plan and communication record is in place prior to child attending service. Ensure the child is closely monitored throughout the process by a qualified first aid educator. <p>Nominated Supervisor will.</p> <ul style="list-style-type: none"> Ensure if a child has a medical management plan it is followed accordingly, by a first aid qualified educator or nominated supervisor. Ensure that the medication has been administered by a medical practitioner and is in its original container, with its original label / is prescribed for that particular child/ has not expired and must be administered with any instructions attached to the medication or provided by a registered medical practitioner. Ensure that enrolment forms are completed in detail by all families and any medical issues are discussed and shared with educators. Complete medical management plans in conjunction with families. A first aid qualified educator must check the dosage of the medication, the identity of the child receiving the medication and witness its administration. Details of the administration must be recorded in the Medication administration record long or short term.
In regard to Regulation 99- Children leaving the education and care service premises	<p>Approved Provider and Nominated Supervisor will.</p> <ul style="list-style-type: none"> Ensure parent/guardians are informed immediately if anyone other than the emergency contact arrive at the service to remove a child/ren. Ensure if a new emergency contact is to be added to child's enrolment record, then families will be required to advise by writing (email) nominated supervisor will confirm via phone and will inform responsible person on duty to seek Driver's licence id from the new contact. Ensure authorised contacts who attend service for first time produce a photo form of identity and an email from parents alerting service to the pickup details.

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	<ul style="list-style-type: none"> Ensure the identity of the contact picking up child (example drivers' licence) will be copied and placed on child's file if not already there. Ensure parent/guardians have completed the excursion authorisation record prior to an excursion. Ensure parent /guardians have completed the permission section on the enrolment record to transport a child prior to allowing the child to be transported to or from the service. Ensure that a child does not leave with a parent if there is a court order in place prohibiting this, another parent must be contacted immediately. If it is unsafe to detain the parent leaving with the child take note of driver's licence and inform police. No employees must place themselves at risk or in danger. Only allow a child to leave the service on an excursion providing that all documentation has been fully completed and signed off by a parent. Allow a child to leave the service if emergency medical treatment is required and this will usually be in the care of an ambulance and a responsible person or nominated supervisor will attend the journey unless parent arrives before ambulance.
In regard to regulation 102- Authorisation for excursions and regulation 102D- Authorisation for service to transport children.	<p>Approved Provider and Nominated Supervisor will.</p> <ul style="list-style-type: none"> Ensure all enrolment records are completed accurately and completely. Ensure that excursion authorisation record is fully completed for each child that is attending an excursion- these will be checked by approved provider or nominated supervisor prior to excursion. Ensure that failure to meet this requirement will result in refusal to attend excursion. Check that permission for transportation has been completed in the enrolment record and excursion authorisation record has been completed and signed by a parent and has been checked by either the approved provider or nominated supervisor prior to transportation. Ensure that failure to meet this requirement will result in refusal to attend excursion or to be transported to and from the service
In regard to regulation 160- Child enrolment records to be kept by approved provider.	<p>Approved Provider and Nominated Supervisor will.</p> <ul style="list-style-type: none"> Check that an accurate enrolment record is completed prior to enrolment of the child. Ensure all records will be kept confidential and will be updated at least annually or if changes are required. <p>Enrolment records must include but not be limited to the following for each child that is enrolled:</p> <ul style="list-style-type: none"> The full name, date of birth and address of the child. The name, address and contact details of— Each known parent of the child. Any person who is to be notified of an emergency involving the child if any parent of the child cannot be immediately contacted. Any person who is an authorised nominee. Any person who is authorised to consent to medical treatment of, or to authorise administration of medication to, the child. Any person who is authorised to authorise an educator to take the child outside the education and care service premises. Details of any court orders, parenting orders or parenting plans provided to the approved provider relating to powers, duties, responsibilities, or authorities of any person in relation to the child or access to the child. Details of any other court orders provided to the approved provider relating to the child's residence or the child's contact with a parent or other person. The gender of the child. The language used in the child's home. The cultural background of the child and, if applicable, the child's parents. Any special considerations for the child, for example any cultural, religious, or dietary requirements or additional needs The relevant authorisations set out in regulation 161. The relevant health information set out in regulation 162
In regard to regulation - 161 Authorisations	<p>Approved Provider and Nominated Supervisor will.</p>

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to be kept in enrolment record.	<ul style="list-style-type: none"> Check that an accurate enrolment record is completed prior to enrolment and that it has been checked thoroughly prior to enrolment of the child, if medical conditions exist, medical management plan and communication record and Medication administration record long or short term must be completed in conjunction with family prior to attendance or administration of medication. Ensure all authorisations required in relation to medical treatment, transportation by ambulance and if required excursion permission will be checked and confirmed by nominated supervisor. Ensure all records will be kept confidential and will be updated at least annually or earlier if changes are required. Ensure that nominated supervisor will confirm that regular outing section is completed on enrolment record in order to evacuate children outside of service on a regular basis when completing evacuation drills. Ensure that all this information is communicated to all relevant staff via email, staff meeting, face to face or via communication portal.
In regard to regulation 168- Education and care service must have policies and procedures.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that obligations under the Education and Care Services National Law and National Regulations are met. Ensure they take reasonable steps to ensure that the policy and procedures are current, reviewed regularly, and communicated to educators, staff, and stakeholders. Take reasonable steps to inform and support educators and staff regarding their responsibilities in implementing the policy and procedures at all times. Take reasonable steps to ensure that nominated supervisor, educators, staff, and volunteers follow the policy and procedures. Ensure copies of the policy and procedures are readily accessible to nominated supervisor, educators, staff, stakeholders, and volunteers and are available for inspection. Will notify families at least 14 days before changing the policy or procedures if the changes will: <ul style="list-style-type: none"> Affect the fees charged or the way they are collected or Significantly impact the service's education and care of children or Significantly impact the family's ability to utilise the service. Ensure policies and procedures regarding regulatory requirements are in place at the service. Ensure that a suitable Nominated supervisor is in place and will monitor practices relating to all policies in the service. Ensure policies and procedures are reviewed at least annually and changes are made if required prior to this review. All stakeholders are involved in the review. Ensure the service is conducive to a child safe environment and guidelines set out in the policy and procedure are clearly outlined.
In regard to regulation 170- Policies and procedures to be followed.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process. Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies. Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure. Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.
In regard to Regulation 171- Policies and procedures to be kept available.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process. Ensure policies will be available on request for all staff members to have access when required. Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge. Ensure policies will be available for all stakeholders when requested and when updating.

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In regard to Regulation 172- Notification of change to policies or procedures	Approved Provider will <ul style="list-style-type: none"> ▪ Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure. ▪ Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure. ▪ Policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback. ▪ Feedback will be considered from stakeholders and educators and may result in a change in policy. ▪ Policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators. ▪ In the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.
KEY TERMS	<ul style="list-style-type: none"> ▪ ACECQA – Australian Children’s Education and Care Quality Authority-The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources, and services to support the sector to improve outcomes for children. ▪ Stakeholder - a person or group of people who have an interest in a business, a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success.
WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES	<ul style="list-style-type: none"> ▪ Australian Children’s Education & Care Quality Authority. ACECQA ▪ Code of Ethics ▪ Department of Education: ▪ Department of Human Services: https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy ▪ Education and Care Services National Law Act 2010. ▪ Education and Care Services National Regulations. ▪ Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. ▪ Guide to the National Quality Framework. ▪ https://www.education.gov.au/child-care-subsidy-1 ▪ National Quality Standard. ▪ United Convention on the Rights of the Child

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