

Quality Area Seven: Governance and Leadership

Acceptance and Refusal of Authorisation

Date for next Review: February 2019



Acceptance and Refusal of Authorisation

Policy introduction

Weldon Children's Services requires authorisation for actions such as administration of medications, collection of children, excursions, extra curricular activities off-site during program time and providing access to personal records. This policy outlines what constitutes a correct authorization and what does not, and may therefore result in a refusal.

Our policy in action

We will:

- Ensure that we only act in accordance with correct authorisation as described in the Education and Care Services National Regulations 2011

Statutory legislation and considerations

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

Strategies for policy implementation

The nominated supervisor/responsible person will:

- Ensure documentation relating to authorisations contains:
 - the name of the child enrolled in the program
 - date
 - signature of the parent/guardian, or nominated person on the enrolment form
 - the approximate departure and/or return time of the child to the program when attending an extra curricular activity away from the program
 - the original form/letter/register provided by the program
- Apply these authorisations to the collection of children, administration of medication, excursions and access to personal records
- Keep these authorisations 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 program 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

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Procedures

- Weldon procedures that support the implementation of this policy:

Links to other policies

- Child Safe Environment
- Medication
- Arrivals and Departures
- Enrolment and orientation
- Excursions
- Incident Injury Trauma Illness
- Confidentiality and Privacy
- Confidentiality of records
- Family Communication and Participation/ Partnership and Communication with families
- Record Keeping/Records Management

National Quality Framework

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011: 168 (2) (m)
- National Quality Standard for Early Childhood Education and Care and School Age Care
QA 7 Standard 7.1 Element 7.1.2
- Early Years Learning Framework
- My Time Our Place

Sources

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

Policy Details

Review Date: February 2018

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