

Policy Introduction and Purpose

Under the National Law and National Regulations, Weldon is required to obtain written authorisation from parents or guardians for some circumstances, to ensure that the health, safety, wellbeing, and best interests of the child are met and upheld. An authorisation is given where a person who has legal responsibility for a child permits another person to do something or to decide on that person's behalf. Authorisations are usually authenticated by a signature- either in written form or as an electronic signature. All authorisation and refusals are to be kept in the child's enrolment record.

Weldon aims to ensure that all educators, staff, and volunteers are consistent in how authorisations are managed and understand what does or does not constitute a correct authorisation, which consequently may lead to a refusal. Decisions around refusing an authorisation will be made on a case by case basis by Weldon in discussion with the Nominated Supervisor, Police, or other authorities.

Our policy in action

Weldon responsibilities:

- Ensure compliance with the current Education and Care Services National Regulations, which require parent or guardian authorisation to be provided in matters including:
 - Administration of medication to children
 - Administration of medical treatment, dental treatment, and general first aid treatment
 - Emergency Ambulance transportation
 - Excursions, including regular outings
 - Incursion attendance
 - Taking of photographs by people other than educators
 - Water-based activities
 - Enrolment of children, including providing details of persons nominated to authorise consent for medical treatment, to collect children from the Program, or to provide authority for the child to be taken outside the Program
 - Children leaving the premises in the care of someone other than a parent or guardian
- Ensure that the Acceptance and Refusal Authorisation Policy is reviewed, maintained, and adhered to at all times by educators and staff
- Ensure all staff understand circumstances that may lead to refusal of an authorisation
- Ensure all educators and staff follow Weldon's policies and procedures

The nominated supervisor/responsible person responsibilities:

- follow Weldon's policies and procedures
- ensure documentation relating to authorisations contains:
 - the name of the child enrolled in the Program
 - date
 - signature of the child's parent/guardian and authorised nominee as named on the enrolment form
- keep all authorisations relating to each child in their enrolment record and accessible to all responsible persons working in the Program.
- exercise the right of refusal if written or verbal authorisations do not comply with National Regulations or Child Protection Legislation. If authorisation is refused by the Program it is best practice to document:
 - the details of the authorisation
 - why the authorisation was refused, and
 - the actions taken by the Program
- waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. By following National Regulations (R. 93) the Program can administer medication in these circumstances without authorisation. If these situations occur Management will be required to contact the parent/guardian as soon as practicable after the medication has been administered and emergency services. Notification to the Regulatory Authority is required within 24 hours of a serious incident
- ensure that medication is not administered to a child without the authorisation of a parent/guardian or an authorised person, except in the case of an emergency, including asthma or anaphylaxis emergency (refer to Administration of Medication Policy, Incident, Injury, Trauma and Illness Policy, Emergency and Evacuation Policy, Medical Conditions Policy).
- ensure a child only departs from the Program with:
 - a person who is the parent/guardian or authorised nominee named in the child's enrolment record; or
 - with a person authorised by a parent or authorised nominee; or
 - leaves by following the written authorisation of one of these; the parent or authorised nominee; or
 - is taken on an excursion; or
 - in the case of a medical emergency or another emergency (Refer to Arrival and Departure Policy and Emergency Evacuation Policy).
- ensure a child is not taken outside the Program premises on an excursion except with the written authorisation of a parent/guardian or authorised nominee
- inform the Approved Provider when a written authorisation does not meet the requirements outlined in Weldon's policies.

Educators responsibilities:

- Read, acknowledge and follow Weldon's policies and procedures
- ensure that parents/guardians sign and date permission forms for excursions before the excursion being implemented
- allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised nominee
- check that parents/guardians or an authorised nominee sign the attendance record as their child arrives and departs from the Program
- administer medication only with the written authorisation of a parent/guardian or authorised nominee as per the Administration of Medication Record, except in the case of an emergency, including asthma, anaphylaxis.
- allow a child to depart from the Program only with:
 - with a person authorised by a parent or authorised nominee; or
 - leaves by following the written authorisation of one of these; the parent or authorised nominee; or
 - is taken on an excursion; or
 - in the case of a medical emergency or another emergency (refer to Arrival and Departure Policy and Emergency Evacuation Policy).
- follow procedures if an unauthorised person attempts to collect a child from the Program and poses a risk to the safety of the children and staff

Families responsibilities:

- Read and comply with Weldon's policies and procedures
- complete and sign the authorised nominee section of their child's enrolment form before their child commences at the Program
- ensure that changes to nominated authorised persons are provided to the Program promptly
- advise nominated authorised persons that they will require photo identification (such as a driver's license) to collect their child from the Program
- sign and date permission forms for excursions
- sign the attendance record as their child arrives and departs from the Program
- provide written authorisation on the Administration of Medication Form when their child requires medication to be administered by educators/staff, including signing and dating it for inclusion in the child's medication records
- provide completed Medical Management Plans and Action Plans where relevant for their child

Links to other policies

- Providing a Child Safe Environment
- Medical Conditions
- Arrivals and Departures
- Enrolment and orientation
- Excursions
- Incident Injury Trauma Illness
- Confidentiality, Privacy, and Security of Information
- Confidentiality Agreement

Source

- Australian Children's Education & Care Quality Authority. (2014).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
- Guide to the National Quality Standard. (2020).
- Revised National Quality Standard. (2018).