

[H3.12]

Acceptance & Refusal of Authorisations

Applies to: KNC Management Committee, OOSH Administrator/Nominated Supervisor, Responsible Persons, Educators

Specific responsibility: KNC Management Committee and OOSH Administrator/Nominated Supervisor

Version: 2

Date approved: October 2020

Next review date: March 2022

Policy context: This policy relates to the obtaining of authorisation from parents or authorised nominees for the following circumstances:

- **Administration of medication (regulation 93)**
- **Children leaving the premises in the care of someone other than their parent (regulation 99) other than case of emergency**
- **Children being taken on excursions (regulation 102)**
- **Access to personal records (regulation 181)**

Links to Regulations and Law

- Children (education and Care Services) National Law (NSW) No 104a
 - Section 165 Offence to inadequately supervise children
 - Section 167 Offence relating to protection of children from harm and hazard
 - Section 170 Offence relating to unauthorised persons on education and care service premises
 - Section 171 Offence relating to direction to exclude inappropriate persons from education and care service premises
- Education and Care Services National Regulations [NSW]
 - Regulation 92 Medication Record
 - Regulation 93 Administration of medication
 - Regulation 99 Children leaving the education and care service premises
 - Regulation 102 Authorisation for excursions
 - Regulation 157 Access for parents
 - Regulation 158 Children's attendance record to be kept by approved provider
 - Regulation 160 Child enrolment records to be kept by approved provider and family day care educator
 - Regulation 161 Authorisations to be kept in enrolment record

	<ul style="list-style-type: none"> ○ Regulation 168 Education and care services must have policies and procedures ○ Regulation 177 Prescribed enrolment and other documents to be kept by approved provider ○ Regulation 181 Confidentiality of records kept by approved provider
<p>Links to National Quality Standards and Elements</p>	<ul style="list-style-type: none"> ● Quality Area 2: Children’s health and safety <ul style="list-style-type: none"> ○ 2.1.2 Effective illness and injury management and hygiene practices are promoted and implemented ○ 2.2.1 At all time, reasonable precautions and adequate supervision ensure children are protected from harm and hazard ○ 2.2.3 Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse and neglect ● Quality Area 6: Collaborative partnerships with families and communities <ul style="list-style-type: none"> ○ 6.1.1 Families are supported from enrolment to be involved in the service and contribute to service decisions ○ 6.1.2 The expertise, culture, values, and beliefs of families are respected and families share in decision making about their child’s learning and wellbeing ● Quality Area 7: Governance and Leadership <ul style="list-style-type: none"> ○ 7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service ○ 7.1.3 Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service
<p>Linked Policies</p>	<ul style="list-style-type: none"> ● Enrolment and Orientation Policy ● Excursion Policy ● Delivery and Collection of Children Policy ● Medical Conditions and Administration Medication Policy ● Child Safe Environment Policy ● Child Protection Policy ● Confidentiality Policy ● Family and Visitors Code of Conduct ● First Aid Administration Policy ● Supervision of Children Policy ● Incident, injury, trauma and illness policy ● Transportation Policy ● Social Media Policy

<p>Templates and Forms</p>	<ul style="list-style-type: none"> • OOSH Enrolment Form • Excursion Permission Form • Medication Administration Form – Long Term • Medication Administration Form – Short Term • Incident, injury, trauma and illness report • Authority to Collect Form • Parent Handbook • Staff Handbook
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Policy Statement

Kariong Out of School Hours Care will request authorisation (permission) from families of children attending the service when required to ensure the safety of the children and staff and may refuse a request unless the appropriate authorisation is provided.

The Education and Care Services National Regulations require services to ensure that an authorisation (permission) is obtained from families in certain situations. For example, the Regulations stipulate an authorisation must be obtained for:

- Administering medication to children (Regulation 93)
- Children leaving the premises of a service with a person who is not a parent of the child (Regulation 99)
- Children being taken on excursions (Regulation 102)
- Access to personal records (Regulation 181)

Authorisation from families may also be required if:

- A child is leaving the service to attend an extra-curricular activity away from the service, for example, attending a sporting activity, dance, drama, etc. that is run by a provider other than the OSHC service.

Responsibilities of the Approved Provider

The Approved Provider will ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011.

Responsibilities of OOSH Administrator/Nominated Supervisor

The OOSH Administrator/Nominated Supervisor will:

- Provide supervision, guidance and advice to ensure adherence to this policy at all times
- Ensure documentation relating to authorisation (permission) from parents contains:
 - ✓ The name of the child enrolled in the service;
 - ✓ The date;
 - ✓ Signature of the child's parent/guardian or nominated person who is on the enrolment form;
 - ✓ The original form/letter provided by the service;
- Apply these authorisations to the collection of children, administration of medication, excursions and

access to records.

- Keep these authorisations in the child's enrolment record.

Responsibilities of Responsible Person/s

- Ensure the child will not be permitted to leave the service to attend any extra-curricular activity until authorisation is obtained.
- Ensure that children are not permitted to sign themselves out or leave the service without an authorised adult, unless written authorisation has been given.
- Obtain written authorisation, if a person other than the parents/guardian or other nominated person cannot collect the child.
- In certain circumstances verbal authorisation, may be accepted at the discretion of the OOSH administrator/Nominated Supervisor (or Responsible Person). In such circumstances, educators must record the time of the telephone call with the parent and name of person collecting the child. The identity of the person collecting the child will then be confirmed by sighting photographic identification, e.g. current driver's licence.
- 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 service can administer medication without authorisation in these cases, provided parents are contacted as soon as practicable after the medication is administered.

Responsibilities of Educators

- Ensure in consultation with OOSH Administrator/Nominated Supervisor or Responsible Person that authorisation has been obtained from parent/caregiver before releasing the child into the care of anyone other than the parent/caregiver or authorised nominee, administers medication (this should only be performed by an Educator in the presence of OOSH Administrator/Nominated Supervisor or Responsible Person), leaves the service to attend excursions or allows access to records.

Responsibilities of Parents

- Ensure you complete and sign the authorised nominee section of your child's enrolment form before your child attends the service.
- Inform service of current contact numbers to ensure you are contactable at all times.
- Communicate to OOSH Administrator/Nominated Supervisor and/or Responsible Person and staff any individual requests regarding authorisations.
- Ensure that where children require medication to be administered by educators, you authorise this in writing, on a medication administration form, sign and date it.

Record of Review

Version Effective Date	Review Date	Lead by	People consulted	Review Approved
Version 1 16 January 2018	February 2019	General Manager, OOSH Nominated Supervisor/ Administrator and Board	Management & Workers	
Version 2 October 2020	October 2020	OOSH Administrator/ Nominated Supervisor	Management, Responsible Persons and Educators	Gail Ransley Chair: Governance Sub Committee 14 th October 2020