

# Our Lady of Hope Greenwith Campus Outside School Hours Care



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## POLICY DOCUMENT

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<h2>AUTHORISATIONS</h2>
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# AUTHORISATIONS

## BACKGROUND

Out of School Hours Services must obtain authorisation from parents/guardians and authorised nominees in some circumstances for situations such as:

- administering medication to children
- children leaving the premises in the care of someone other than their parent/guardian
- children being taken on excursions.

Services and Nominated Supervisors should refer to Regulation 168 (2) and, in particular, refer to ACECQA at [Getting Parents Authorization](#) for advice on policies and procedures for obtaining authorisations.

## POLICY STATEMENT

Our Lady of Hope Greenwith Campus OSHC service has clear processes to ensure that all requirements relating to authorisations are met as determined by the Law. These policies specifically outline for educators and families what steps they must take to ensure children are safe when being educated and cared for.

## RELATIONSHIP

Regulations	National Quality Standard	Other policies/Service documentation	Other legislation/Guidelines
168(2)	2.3		
92		Medical Conditions Policy	
99		Delivery and Collection of Children Policy	
102		Excursion Policy	

## HOW THE POLICY WILL BE IMPLEMENTED

### ADMINISTRATION OF MEDICATION

Where medication is required for the treatment of long-term conditions or complaints such as asthma, epilepsy or ADHD, the service will require a letter from the child's medical practitioner or specialist detailing the medical condition of the child, the correct dosage and how the condition is to be managed. This can be requested for over-the-counter medication as well as prescription only medication. If a medication authority is not provided, educators should have written instructions from the parent/guardian (recommended in cases of short-term medication only). In all cases, the instructions must match those on the pharmacy label.

### SELF-MANAGEMENT OF MEDICATION

Children can only carry and self manage their medication when they have a written medication authority (and clear direction from the family and doctor that the child is able to self-manage)

### CHILDREN LEAVING THE PREMISES

All children will be collected and signed out by a parent or approved person. The authorised person is required to give proof of identification to educators if they are not known to the educators. Children may not go home unaccompanied unless there is signed written permission from parent/guardian that identifies and qualifies such expectations. The Approved Provider/educators will reserve the right to negotiate such requests where there is concern about children's safety.

**CHILDREN BEING TAKEN ON EXCURSIONS**

No child will be taken outside the service premises on an excursion without the parent’s/guardian’s written authorisation (consent) on a form that includes the following:

1. Child’s name
2. Reason for leaving the premises
3. Date
4. Description of the proposed destination
5. Method of transport
6. Proposed activities to be undertaken
7. Period that the child will be away from the premises
8. Anticipated number of children sharing the excursion
9. Anticipated number of educators on the excursion
10. Anticipated number of other educators and any other adults on the excursion
11. An assurance that risk assessment has been completed.

**RESOURCES/REFERENCES**

ACECQA at [www.acecqa.gov.au/news-and-media/article/?id=getting-parents-authorisation](http://www.acecqa.gov.au/news-and-media/article/?id=getting-parents-authorisation)

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**(Chairperson)**

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**(Date Reviewed)**

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**(Principal)**

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