

Our Lady of Hope Greenwith Campus Outside School Hours Care



POLICY DOCUMENT

ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

BACKGROUND

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place in relation to the acceptance and refusal of authorisations. Written authorisations from parents/guardians or authorised nominees help to ensure that the health, safety, wellbeing and best interests of all children are met. Through the authorisation process, parents/guardians are informed of risks associated with a matter and can make an informed choice whether to proceed.

PRACTICE PRINCIPLES

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.

HOW THE POLICY WILL BE IMPLEMENTED

ADMINISTERING MEDICATION TO CHILDREN (regulation 92)

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 will not administer medication. In all cases, the instructions must match those on the pharmacy label. ***Refer to Managing Medical Conditions in Children Policy***

SELF-MANAGEMENT OF MEDICATION (regulation 92)

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). ***Refer to Managing Medical Conditions in Children Policy***

MEDICAL TREATMENT FOR A CHILD AND TRANSPORTATION BY AN AMBULANCE SERVICE (regulation 161)

This information is included and authorised initially as part of the child's enrolment record or as amended at a later date.

- Name of the child.
- Authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service.
- Authorisation for the transportation of the child by an ambulance service.
- Name, address and telephone number of the child's registered medical practitioner or medical service and, if available, the child's Medicare number.
- Name of the authorised parent/guardian or person, relationship to the child.
- Signature of the person providing authorisation.
- Date the authorisation is signed

Refer to Managing Medical Conditions in Children Policy

EMERGENCY MEDICAL TREATMENT (regulation 161)

This is included and authorised initially as part of the child's enrolment record or as amended at a later date. OSHC educators are able to seek emergency medical assistance for a child as required without seeking further authorisation from a parent (medical practitioner, ambulance or hospital). This includes emergencies relating to asthma and anaphylaxis. If emergency medical assistance is sought without further authorisation the family must be contacted as soon as practicable.

CHILDREN LEAVING THE PREMISES IN THE CARE OF THE PARENT OR THE AUTHORISED NOMINEE (regulation 99)

Signing out children

All children being collected from the Service will be signed out by a parent/guardian or approved person. The authorised person will be noted in the child's enrolment record along with the person providing authorisation and date of authorisation. Any request from a family to authorise a person to collect their child from the service is subject to that person being over the age of 18 years.

The authorised person is required to give proof of identification to educators if they are not known to the educators. **Refer to Safe Delivery, Arrival and Collection of Children Policy**

Child signing themselves out of OSHC

Children may not leave the premises unaccompanied by an authorised person. The OSHC Service will not release children to walk or ride home alone, regardless of age or parental request. Children will not be released to taxi or rideshare drivers, even if authorised by parents, unless accompanied by an authorised adult. **Refer to Safe Delivery, Arrival and Collection of Children Policy**

Children leaving premises to go to extracurricular activities on campus

Families are required to complete a movement form (written authorisation) for children to be able to participate in extracurricular activities on the campus. Written authorisation from the child's parent/guardian must be kept on file. The written authorisation will be valid for the duration of the activity or the maximum of 12 months. After this, a new authorisation is to be sought. Supervision is not provided by OSHC for children between OSHC and the area of the child's activity. It is the family's responsibility to organise the facilitator of the activity to collect their child from OSHC and return them at the conclusion of the activity.

Refer to Safe Delivery, Arrival and Collection of Children Policy.

Please note that OSHC's duty of care commences when a child is signed into the Service and ceases when a child is signed out of the Service. The facilitator of the Extra Curricular Activity is responsible for your child's well-being and safety in the event of an emergency or when other situations occur whilst in their care.

CHILDREN BEING TAKEN ON EXCURSIONS INCLUDING TRANSPORTATION (regulation 102)

Children will not 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.
12. Name of the parent or guardian providing authorisation
13. Signature of the parent or guardian providing authorisation and the date of authorisation
14. Details of any water hazards and risks associated with water-based activities (to be included in risk assessment).
15. Items that should be taken on the excursion.

Refer to Excursion Policy.

PHOTOGRAPHS OF CHILDREN

Written authorisation from the child's parent/guardian must be kept on file for the following:

- For OSHC staff to take photographs of the child,
- For photographs of the child to be published inside the Service,
- For photographs of the child to be published outside of the Service.

This authorisation will be valid for the duration of the child's enrolment and does not need to be updated every 12 months. However, the authorisation can be amended to disallow/allow any of the above circumstances. **Refer to the child's enrolment form**

CONFIDENTIALITY (regulation 181)

Our OSHC service will not disclose a child's personal information to another agency where this is not legally required, or families would not expect the disclosure. **Refer to Confidentiality Policy**

CONFIRMATION OF AUTHORISATION

- All authorisation forms received (including the initial enrolment form) are to be checked for completion
- All authorisations (excluding the initial enrolment form) are checked to ensure that the authoriser (name and signature) is the nominated parent or guardian a person named on the enrolment form as having authority to authorise
- If incomplete or inappropriately signed, the authorisation form should be returned to the parent or guardian for correction
- Children will be suspended from any activity requiring authorisation until the appropriate form has been correctly completed and signed

PROCEDURE TO REFUSE WRITTEN AUTHORISATION:

Our OSHC Service will refuse authorisation if:

- The authorisation risks a child's safety,
- Conflicts with OSHC policies,
- Is incomplete,
- Is fraudulent.

If a written authorisation from a parent/guardian does not meet the requirements outlined in the relevant policy, OSHC staff will:

- Immediately explain to the parent/guardian that their written authorisation contravenes our OSHC policy, and that it therefore cannot be accepted.
- Attempt to show the parent/guardian how to meet the requirements of the authorisation.
- Ensure that the parent/guardian is provided with a copy of the relevant policy and ensure they understand the reasons for the refusal of the authorisation.
- Request that an appropriate alternative written authorisation is provided by the parent/guardian that complies with the requirements of the relevant policy.
- Provide a new authorisation to the parent/guardian if one is available onsite.

ROLES AND RESPONSIBILITIES

Roles	Responsibilities
Approved Provider	<ul style="list-style-type: none"> • ensure that obligations under the Education and Care Services National Law and National Regulations are met • ensure that an enrolment record is kept for each child that includes authorisations signed by a parent or a person authorised to consent to the medical treatment of the child if relevant, in relation to: <ol style="list-style-type: none"> 1. seeking medical treatment from a registered medical practitioner, hospital or ambulance service 2. transportation by an ambulance service 3. regular outings and transportation (regulations 160, 161) • ensure that a medication record is kept that includes the authorisation to administer medication signed by a parent or a person named in the enrolment record (regulation 92) • ensure that medication is only administered or self-administered if authorised or, in an emergency, authorisation is provided verbally by: <ol style="list-style-type: none"> 1. a parent or a person named in the enrolment record 2. a registered medical practitioner or an emergency service if the parent or person named in the enrolment record cannot be contacted (regulations 93, 96) 3. in the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation (regulation 94) • ensure all children have appropriate authorisation to leave the service on an excursion or regular outing (regulation 102) • ensure no child is transported by the service without authorisation from a parent or other person named in the enrolment record (regulation 102D) • ensure systems requiring authorisations are in place for other legal requirements or quality practices, e.g. photos of children and privacy • ensure authorisations are kept up-to-date • put in place processes for circumstances where authorisations are refused/not applicable. For example: <ol style="list-style-type: none"> 1. where the service is asked to administer medication that is not in its original container (see regulation 95) 2. when leaving the service, the parent, authorised nominee or person as listed in regulation 99 does not appear to be fit to take the child 3. the child has been given authorisation to leave the service alone, however the environment they would be in is unsafe

	<ul style="list-style-type: none"> • take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the Authorisations policy and procedures • ensure that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators and staff, and available for inspection • notify families at least 14 days before changing the policy or procedures if the changes will: <ol style="list-style-type: none"> 1. affect the fees charged or the way they are collected or 2. significantly impact the service’s education and care of children or 3. significantly impact the family’s ability to utilise the service.
Nominated Supervisor	<ul style="list-style-type: none"> • implement the Authorisations policy and procedures • ensure that the child’s family completes and signs authorisations in the enrolment record and medication record (if relevant) before the child commences at the service • ensure no child is transported by the service without an authorisation from their parent or other person named in the enrolment record • ensure that medication is only administered or self-administered if authorised or, in an emergency, authorisation is provided verbally by: <ol style="list-style-type: none"> 1. a parent or a person named in the enrolment record 2. a registered medical practitioner or an emergency service if the parent or person named in the enrolment record cannot be contacted • in the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation • ensure all children have appropriate authorisation to leave the service on an excursion or regular outing • ensure no child is transported by the service without authorisation from a parent or other person named in the enrolment record • implement and oversee authorisation systems for other legal requirements or quality practices, e.g. photos of children and privacy • ensure authorisations are kept up-to-date • implement processes for circumstances where authorisations may be refused/not applicable.
Educators	<ul style="list-style-type: none"> • ensure all action plans are carried out in line with the Authorisations policy and procedures • ensure that the child’s family completes and signs authorisations in the enrolment record and medication record (if relevant) before the child commences at the service

	<ul style="list-style-type: none"> • ensure no child is transported by the service without an authorisation from their parent or other person named in the enrolment record • ensure that medication is only administered or self-administered if authorised or, in an emergency, authorisation is provided verbally by: <ol style="list-style-type: none"> 1. a parent or a person named in the enrolment record 2. a registered medical practitioner or an emergency service if the parent or person named in the enrolment record cannot be contacted • in the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation • ensure all children have appropriate authorisation to leave the service on an excursion or regular outing • ensure no child is transported by the service without authorisation from a parent or other person named in the enrolment record • implement authorisation systems for other legal requirements or quality practices, e.g. photos of children and privacy • ensure authorisations are kept up-to-date • implement processes for circumstances where authorisations may be refused/not applicable.
Families	<ul style="list-style-type: none"> • complete and sign authorisations in the enrolment record and medication record (if relevant) before their child commences at the service • complete and sign the authorisation for their child to attend excursions and/or to be transported by the service • ensure any changes to authorisations or contact details are kept up-to-date • be familiar with circumstances where authorisations may be refused/not applicable

CONTINUOUS IMPROVEMENT/REFLECTION

Our 'Authorisations' Policy will be reviewed every 5 years in consultation with all stakeholders. The policy will be reviewed earlier if required.

RELATED POLICIES

A-1	Enrolment and Orientation
A-3	Philosophy Statement
A-5	Governance and Management
A-7	Confidentiality
D-1	Interactions with Children
D-2	Nutrition
D-3	Child Safe Environment
D-6	First Aid
D-7	Infectious Diseases and Infestations
D-8	Incident, Injury, Trauma and Illness
D-9	Managing Medical Conditions in Children
D-10	Safe Delivery, Arrival and Collection of Children
D-11	Excursions/Incursions/Safe Transport
D-13	Emergency Evacuation

LEGISLATIVE REQUIREMENTS

Regulation 92	Medication record
Regulation 93	Administration of medication
Regulation 94	Exception to authorisation requirement – anaphylaxis or asthma emergency
Regulation 96	Self-administration of medication
Regulation 99	Children leaving the education and care service premises
Regulation 102	Space requirements – indoor space
Regulation 102D	Space requirements – outdoor space
Regulation 161	Authorisations to be kept in enrolment record
Regulation 168	Education and care services must have policies and procedures
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures

KEY TERMS

ACECQA	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.	Acecqa.gov.au
Authorised Nominee	A person who has been given permission by a parent or family member to collect the child from the service or the family day care (FDC) educator.	National Law (Section 170)
Enrolment Record	<p>The approved provider must ensure that an enrolment record is kept for each child enrolled at the service, and the FDC educator must keep an enrolment record for each child they educate and care for.</p> <p>The record must include:</p> <ul style="list-style-type: none"> • Full name, date of birth and address of the child. • The name, address and contact details of: <ul style="list-style-type: none"> • each known parent of the child • any emergency contact • any authorised nominee • any person authorised to consent to medical treatment or administration of medication 	National Regulations (Regulations 102, 102D, 160–162) Guide to the NQF (Management of records – Children’s enrolment record)

	<ul style="list-style-type: none"> • any person authorised to give permission to the • educator to take the child off the premises • any person who is authorised to authorise the education and care service to transport the child or arrange transportation of the child. • Details of any court orders, parenting orders or parenting plan. • Gender of the child. • Language used in the child’s home. • Cultural background of the child and their parents. • Any special considerations for the child, such as cultural, dietary or religious requirements or additional needs. • Authorisations for: <ul style="list-style-type: none"> • the approved provider, nominated supervisor or an educator to seek medical treatment and/or ambulance transportation for the child • the service to take the child on regular outings • regular transportation of the child. • Name, address and telephone number of the child’s registered medical practitioner or medical service. • Medicare number (if available). • Details of any specific healthcare needs of the child, including any medical conditions, allergies, or diagnosis that the child is at risk of anaphylaxis. • Any medical management plan, anaphylaxis medical management plan or risk minimisation plan. • Dietary restrictions. • Immunisation status. 	
Medication	Medicine within the meaning of the <i>Therapeutic Goods Act 1989</i> (Cth). Medicine includes prescription, over-the-counter and complementary medicines. All therapeutic goods in Australia are listed on the Australian Register of Therapeutic Goods, available on the Therapeutic Goods Administration website (tga.gov.au).	Guide to the NQF (Glossary)
Medical attention	Includes a visit to a registered medical practitioner or attendance at a hospital.	acecqa.gov.au
Medical Emergency	An injury or illness that is acute and poses an immediate risk to a person’s life or long-term health.	
Medication Record	The approved provider and FDC educator must keep a medication record for each child to whom medication is administered by the service. This record must include:	National Regulations (Regulation 92)

	<ul style="list-style-type: none"> • the child’s name • signed authorisation to administer medication • a record of the medication administered, including time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication, if required. <p>A medication record template is available on the ACECQA website: acecqa.gov.au/media/22731</p>	
Regular Outing	<p>In relation to an education and care service, means a walk, drive or trip to and from a destination:</p> <p>(a) at the service visits regularly as part of its educational program; and</p> <p>(b) where the circumstances relevant to the risk assessment are the same on each outing.</p>	National Regulations (Definitions)
Service philosophy	<p>A statement the approved provider must develop and include in their QIP that outlines the purpose and principles under which the service operates. It:</p> <ul style="list-style-type: none"> • underpins the decisions, policies and daily practices of the service • reflects a shared understanding of the role of the service among staff, children, families and the community • guides educators’ pedagogy, planning and practice when delivering the educational program. 	Guide to the NQF (Element 7.1.1 – Service philosophy and purpose)
Transportation	<p>Transportation forms part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, and duty of care owed to, children applies in scenarios where services are transporting children, or have arranged for the transportation of children, between an education and care service premises and another location, for example their home, school, or a place of excursion.</p> <p>Examples of transport not forming part of a service include:</p> <ul style="list-style-type: none"> • private transport provided by families and carers (i.e. carers not engaged by/registered with a service) • transport provided and/or arranged by an entity other than the approved provider, e.g. a school bus, and the children are not under the care of the 	Guide to the NQF (Transportation)

	<p>approved provider</p> <ul style="list-style-type: none"> • transport where the approved provider is providing the transport service in a capacity other than as the approved provider, e.g. a government department that provides an education and care service, provides school education, and provides a school bus to school students, on which the children who attend the service also travel for practical reasons (such as in a remote or rural location) • when a disability service picks up children and transports them to school or an activity. 	
Working with children check (WWCC)	<p>A notice, certificate or other document granted to, or with respect to, a person under a working with children law to the effect that:</p> <ul style="list-style-type: none"> • the person has been assessed as suitable to work with children; or • there has been no information that if the person worked with children the person would pose a risk to the children; or • the person is not prohibited from attempting to obtain, undertake or remain in child-related employment. 	National Law (Definitions)

NATIONAL QUALITY STANDARDS

The following quality areas link to Authorisations.

QUALITY AREA 2: CHILDREN'S HEALTH & SAFETY		
Concept		Descriptor
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

SUPPORTING INFORMATION

ACECQA Policy and procedure guidelines. Acceptance and refusal of authorisations. (2021)
 Guide to the National Quality Framework (2023)
 Early Childhood Australia Code of Ethics. (2016).
 Education and Care Services National Law Act 2010. (Amended 2023).
 Education and Care Services National Regulations. (2023).
 Revised National Quality Standard. (2018).

RECORD HISTORY

This policy and procedure are approved and in place until the review date, unless during that time the Principal of Our Lady of Hope instructs a revision.

Families of children enrolled at the service must be notified at least 14 days before making any change that may have a significant impact on:

- a) The service provision of education and care to any child enrolled at the service
- b) The family’s ability to utilise the service.

If you consider the notice period would significantly pose a risk to the health and safety and wellbeing of children, then families can be notified of the change as soon as practicable. (Regulation 172)

Approved date: 10 June 2025
 Last Review Date: September 2021
 Next review date: June 2030
 Revision record: 1

(Chairperson)

(Date Reviewed)

(Principal)

(Date Reviewed)