

POLICY & PROCEDURAL STATEMENTS

Topic: Early Learning – Acceptance or Refusal of Authorisations

Purpose: The purpose of this procedure is to provide information about when educators require authorisation from parent/guardian, and what information they require and the process for obtaining that information. The procedure also provides information about when and why a service would not accept the authorisation.

Exceptions to compliance with this procedure exist if the educator is required to administer medication for anaphylaxis, asthma, or an emergency.

Definitions: *Authorisation:* means official permission or approval by a parent/guardian, or a person named in the child’s enrolment record as authorised to consent.

Parent: the term ‘parent’ includes a child’s legal guardian. It does *not* include a parent who is prohibited by a court order from having contact with the child

Educator: these are staff employed to care for and educate children enrolled in the Early Years’ Service. This may include but is not limited to an Approved Provider, Responsible Person, Nominated Supervisor Person In Day-to-Day Charge, and Educational Leader.

Approved Provider: someone with management or control that will operate the education and care service; this can be an individual, an organisation, or a company.

Nominated Supervisor: is a person designated by the service as the Nominated Supervisor.

Relevant Legislation and Standards:

Education and Care Services National Regulations 2011.
Education and Care Services National Law Act 2010.

Code of Practice

Obtaining Written Authorisation

The Nominated Supervisor or Educator of the service will ensure that documented authorisations are obtained before a child commences at the service in regard to:

- Administration (and if applicable, self-administration) of medication.
- Sharing of private information.
- Children leaving the education and care service premises.

This includes:

- The name of the child enrolled in the service.
- The date on which the document was signed.
- The signature of the child’s parent/guardian, or nominated contact person as noted on the enrolment form.
- The original document provided by the service.

The Nominated Supervisor or Educator will collect information on the enrolment record about authorised nominees. An Authorised Nominee is given permission for one or all of the following:

- To collect the child from the education and care service.
- To consent to medical treatment of the child or to authorise the administration of medication to the child.
- To authorise an approved provider nominated supervisor or educator to seek:
 - Medical treatment from a registered medical practitioner, hospital, or ambulance service.
 - Transportation of the child by an ambulance service.
 - To authorise taking child outside the service on excursions.

Storing written authorisation

The Nominated Supervisor will ensure that authorisations will be obtained within the enrolment record and will be stored appropriately to maintain confidentiality.

Refusal of written or verbal authorisations

The Nominated Supervisor or House Manager will exercise the right to refuse the child's attendance at the early childhood education and care service if written or verbal authorisations do not comply with this policy/procedure. This includes:

- Policies and procedures relating to excursions or routine outings.
- Administration (and if applicable self-administration) of medication.
- Sharing of private information.
- Children leaving the education and care service premises (collection of children).

Authorisations for emergency situations

In accordance with the Education and Care Services National Regulations 2011, educators obtain written authorisation from the parent/guardian and/or authorised nominee(s) on the enrolment record to seek medical treatment for the child from a registered medical practitioner, hospital, or ambulance service and/or transportation of the child by ambulance in an emergency.

Exceptions to compliance with this procedure exist if the Nominated Supervisor or Educator is required in an emergency, under their duty of care, to seek:

- Medical treatment from a registered medical practitioner, hospital, or ambulance service.
- Transportation of the child by an ambulance service.

This applies whether or not the Educator has received this written authorisation.

Related ANH@E Policies and Codes of Conduct

Early Learning – Administration of First Aid

Early Learning – Anaphylaxis

Early Learning – Asthma Management

Early Learning – Keeping Children's Records

Early Learning – Medical Conditions and Administering Medication

Early Learning – Transporting Children

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