

***Rationale/Aim:***

The Gunnedah Preschool requires authorisation for administration of medication, collection of children, excursions and providing access to personal records. This policy outlines authorisation requirements for services and actions to be taken where an authorisation submitted by parents or guardians is incomplete and therefore could lead to refusal to enact authorisation.

***Relevant Legislation/Related Documents/References:***

- Education & Care Services National Regulations 2014
  - Regulation 92 (Medication Record)
  - Regulation 93 (Administration of Medication)
  - Regulation 94 (Exception to authorisation requirement – anaphylaxis or asthma emergency)
  - Regulation 102 (Authorisation for excursions)
  - Regulation 160 (Child enrolment records to be kept by approved provider and family daycare educator)
  - Regulation 161 (Authorisations to be kept in enrolment record)
- National Quality Standard, QA2
  - 2.1 (Each child's health is promoted)
  - 2.3 (Each child is protected)
- Children (Education and Care Services National Law Application) Act 2010
- Community Child Care Co-Operative [www.ccccsw.org.au](http://www.ccccsw.org.au)
- Childcare Centre Desktop [www.childcarecentredesktop.com](http://www.childcarecentredesktop.com)

***Procedures/Strategies:***

The Preschool will act in accordance with the Education & Care Services National Regulations 2014.

The Nominated Supervisor will:

1. Ensure that the documentation relating to *authorisations* contains the name of the child, the date, the signature of the parent/guardian or nominated contact person on the enrolment form and the original form provided by the service.
2. Ensure that each child's *authorisation* details are kept on their enrolment form.
3. Each child's *authorisations* will be applied to that child's administration of medication, collection from the service, participation in excursions and access to personal records.
4. Exercise the right of refusal if written or verbal *authorisations* do not comply.
5. Waive compliance where a child needs emergency medical treatment for conditions such as asthma or anaphylaxis. The Preschool can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered.

The parent/guardian will:

1. Provide the preschool with details of at least two *authorised persons* who reside within 20km of the preschool and will be used should a parent be unable to be contacted eg. to collect the child due to illness or injury.

2. Confirm with the *authorised person* that they are willing and able to collect the child if required. Parents/guardians should have this consent before the authorised persons details are listed on the child's enrolment form.

***Authorisation Requirements:***

Authorisation documents are required for the following situations and must have details recorded as specified:

*Administration of Medication:*

*To be completed by parent/guardian:*

- The name of the child.
- Child's date of birth.
- The authorisation to administer medication, signed by a parent or person named in the child's enrolment record as authorised to consent to administration of medication.
- The name of the medication to be administered.
- Time and date medication was last administered.
- The time and date the medication is to be administered.
- The dosage of the medication to be administered.
- Method of administration.
- Signature of parent/guardian.

*To be completed by the educator when administered:*

- Time and date of medication administered.
- Dosage administered.
- Method of administration.
- Name of the educator administering the medication.
- Signature of the educator administering the medication.
- Name of the educator witnessing the administration of medication.
- Signature of the educator witnessing the administration of medication.

*Emergency medical treatment (included and authorised as part of the child's enrolment record or as updates during enrolment):*

- The service is able to seek emergency medical assistance for a child required without seeking further authorisation from a parent or guardian in the case of an emergency (ie medical practitioner, ambulance or hospital) including for those emergencies relating to asthma and anaphylaxis.

*Collection of children (included and authorised initially as part of the child's enrolment record or as updated during enrolment):*

- The name of the child.
- The name of the parent or guardian of the child or authorised nominee on the enrolment form from providing authorisation.
- The name of the person/s authorised by a parent or authorised nominee names in the child's enrolment record to collect the child from the premises.
- The relationship to the child of the person's authorised to collect the child from the premises.
- The signature of the person providing authorisation and the date.

*Excursions (including regular outings):*

If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period, otherwise the following is required:

- Name of the child.
- The date of the excursion (if not a regular outing).
- The reason for the excursion.
- The proposed destination for the excursion.
- The method of transportation to be used.
- The activities to be undertaken by the child during the excursion.
- The period the child will be away from the premises.
- The anticipated number of children likely to be attending the excursion.
- The ratio of educators attending the excursion to the number of children attending the excursion.
- The number of staff members and any other adults who will accompany and supervise the children on the excursion.
- That a risk assessment has been prepared and is available at the service.
- The name of the parent or guardian providing authorisation.
- The relationship to the child.
- The signature of the person providing authorisation and the date.

***Confirmation of Authorisation:***

All authorisation forms received (other than initial enrolment forms) from parents or guardians are to be checked for completion and checked that the authoriser (name and signature) is the nominated parent or guardian on the enrolment form.

If incomplete or inappropriately signed, the authorisation form should be returned to the parent or guardian for correction.

Unless confirmation has been proved, the activity will be suspended for the child's participation until the form has been completed and authorised correctly.

***Evaluation:*** Correct authorisation is obtained, referred to and applied appropriately to ensure reduction in possible risk.

***Endorsement:***

Policy signed: .....

Date: .....

Name: .....

Position: .....

***Review:***

Review date: July 2018