



## **Acceptance and Refusal of Authorisation Policy**

Kangaroo Valley Pre School requires authorisation for actions such as administration of medications, collection of children, excursions and providing access to personal records. This policy outlines what constitutes a correct authorisation and what does not, and may therefore result in a refusal.

### **Aims:**

We will ensure that we only act in accordance with correct authorisation as described in the Education and Care Services National Law Act 2010

### **Strategies:**

#### **The Nominated Supervisor will:**

1. Ensure documentation relating to authorisations contains:
  - a. the name of the child enrolled in the service;
  - b. date;
  - c. signature of the child's parent/guardian, or nominated contact person who is on the enrolment form;
  - d. the original form/letter/register provided by the service.
2. Apply these authorisations to the collection of children, administration of medication, excursions and access to records.
3. Keep these authorisations in the enrolment record.
4. Exercise the right of refusal if written or verbal authorisations do not comply.
5. Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. Staff at the service with appropriate training in these conditions can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered. In such circumstances, medical help & advice will be sought immediately by ringing emergency services on 000 in conjunction with administering first aid appropriate to the situation.

### **Evaluation**

Correct authorisation is obtained, referred to and applied appropriately ensuring reduction in possible risk.

### **References:**

Community Child Care Co-Operative: Acceptance and Refusal of Authorisation policy.



### **Statutory Legislation & Considerations**

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2010