

## ▲ ACCEPTANCE AND REFUSAL OF AUTHORISATION

### ▲ NQS

**Element 2.1:** Each child's health and physical activity is supported and promoted.

**Element 2.1.2:** Effective illness and injury management and hygiene practices are promoted and implemented.

**Element 2.2.2:** Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

**Element 6.2.1:** Continuity of learning and transitions for each child are supported by sharing relevant information and clarifying responsibilities.

**Element 7.1.2:** Systems are in place to manage risk and enable the effective management and operation of a quality service.

**Education and Care Services National Regulations:** 92-96, 178,181-184

### ▲ PURPOSE

Our centre 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.

### ▲ POLICY

It is the policy of the centre that any staff member will only act in accordance with correct authorisation as described in the Education and Care Services National Regulations and FROEBEL policies and procedures.

### ▲ PROCEDURES

The Nominated Supervisor will ensure that documentation relating to all authorisations contains:

- The name of the child enrolled at the service.
- Date.
- Signature of the child's parent/guardian, or nominated contact person who is on the enrolment form.
- Original form/letter/register provided by the service.
- Other details as set out by the relevant Regulation.

If written or verbal authorisations do not comply, the Nominated Supervisor will exercise the right of refusal.

The Nominated Supervisor will apply these authorisations to the collection of children, administration of medication, excursion and access to records and keep any authorisation which is not included in the enrolment form with the enrolment records.

The Nominated Supervisor has authority to waive compliance where a child requires emergency medical treatment. The service can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered.

## **SOURCES AND FURTHER READING**

Children Education and Care Services National Law Application Act 2010  
Education and Care Services National Regulations

National Quality Framework

## **ASSOCIATED POLICIES**

Enrolment and Orientation Policy  
Excursion Policy  
Medication Policy

 Medical Conditions Policy

## **POLICY REVIEW**

FROEBEL will review this policy every 12 months.

The Approved Provider and Centre Director are to ensure that all stakeholders maintain and implement FROEBEL policies and procedures.

**Last review:** 27.06.2023

**Next review:** 27.06.2024