



CHILDREN'S SERVICES Acceptance and Refusal of Authorisations Policy

Version Number: 1.0

Version Date: April 2019

Next Review: April 2021

1. Introduction

Coast Community Connections Limited (CCCL) Children's Services require authorisation for actions such as administration of medications, medical treatment, collection, children participating in excursions and verifications of authorisations. This policy outlines what constitutes a correct authorisation and what does not; which may result in a refusal.

2. Scope

This Policy applies to all Children's Services operated by Coast Services Group Limited (a wholly owned subsidiary of CCCL) and to its employees. This applies to Occasional Care, Out of School Hours Care and Vacation Care programs and services.

3. Policy

The Children's Services Manager and Nominated Supervisors will ensure that they only act in accordance with correct authorisation as described in the Education and Care Services National Regulations.

4. Procedures and Implementation

Authorisations Requirements

Authorisation documents are required for the following situation and must have details recorded as specified.

1. Administration of Medication:

- a) The name of the child
- b) The name of the medication to be administered
- c) The time and date the medication is to be administered
- d) The dosage of the medication to be administered
- e) The manner in which the medication is to be administered
- f) The authorisation to administer medication signed by a parent or person name in the child's enrolment record authorised to consent to the administration of medication.
- g) If medication is administered to the child
 - i. The dosage that was administered;
 - ii. The manner in which the medication was administered;
 - iii. The time and date the medication was administered;
 - iv. The name and signature of the person administering the medication;and

- v. The name and signature of the person who checked the child and dosage administered

5. Medical Treatment of the child including transportation by an ambulance service (included and authorised initially as part of the child's enrolment record or as amended at a later date):

- a) The name of the child
- b) Authorisation to seek medical treatment for the children from a registered medical practitioner, hospital or ambulance service
- c) Authorisation for the transportation of the child by an ambulance service
- d) The name, address and contact number of the child's registered medical practitioner or medical service and if available the child's Medicare number
- e) The name of the parent or guardian proving the authorisation
- f) The signature of the person providing authorisation
- g) The date the authorisation is signed (ie enrolment form)

6. Emergency Medical Treatment (included and authorised initially as part of the child's enrolment record or as amended at a later date):

- a) In an emergency CCCL employees are able to seek emergency medical assistance for a child as required (medical practitioner, ambulance or hospital) without seeking further authorisation from a parent or guardian. This includes those emergencies relating to asthma and anaphylaxis.

7. Collection of Children (included and authorised initially as part of the child's enrolment record or as amended at a later date):

- a) The name of the child
- b) The name of the parent or guardian of the child or the authorised nominee named in the child's enrolment form proving authorisations
- c) The name of the person/s authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises
- d) The signature of the person providing the authorisation
- e) The period of authorisation (if required)
- f) The date the authorisation is signed
- g) In special circumstances where the authorising parent or guardian provided verbal authorisation over the phone for someone else other than a person already named in the enrolment record the Educator must record the following details:
 - i. The name of the parent or guardian making the authorisation;
 - ii. The name, home address and contact number of the person they are authorising to collect the child;
 - iii. The period of the authorisation; and
 - iv. The person's photo ID **MUST** be checked against the recorded details for the person to collect the child.

8. Excursions and where the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period.

- a) The name of the child
- b) The date of the excursion (unless the authorisation is for regular outings)
- c) The address of the proposed excursion
- d) The method of transportation to be used
- e) A description of the proposed activities to be undertaken by the child during the excursion
- f) The name of the parent or guardian providing the authorisation
- g) The signature of the person providing the authorisation
- h) The date the authorisation has been signed
- i) For authorisations other than regular outings;
 - i. The period the child will be away from the premises;
 - ii. The anticipated number of children likely to be attending the excursion; and
 - iii. The anticipated number of staff members who will be supervising children on the excursions
- j) A risk assessment has been prepared and made available to families at the service

9. Verification of Authorisations

- a) All authorisation forms received from parents or guardians (other than the initial enrolment form) are to be checked for completion and are to be verified that the authoriser (name and signature) is the nominated parent or guardian noted on the enrolment form
- b) If incomplete or inappropriately signed, the authorisation form should be returned to the parent or guardian for correction.
- c) Educators and supervisors exercise the right of refusal of an authorisation unless the necessary forms and documentations have been completed accurately.
- d) Educators and staff can, where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The service can administer medication without authorisation in these cases, provided it is noted on the medical action plan and health risk minimisation plan and that parents/guardians be contacted as soon as practicable after the medication has been administered.

Forms and Records

Enrolment Forms

Medication Form

Administration of Medication Policy

Excursion and Travel Policy

