



LIWARA CATHOLIC OUTSIDE SCHOOL HOURS CARE *Acceptance and Refusal of Authorisations*

POLICY STATEMENT

At Liwara Catholic Outside School Hours Care we are required to obtain appropriate authorisation from parents or legal guardians in relation to certain matters. These matters include the administration of medication, transportation of children by an ambulance service, collection of children from the service and excursions (including regular outings). This policy also outlines the actions to be taken where an authorisation submitted by parents or guardians is incomplete and therefore could lead to refusal to enact the authorisation.

Our service will ensure that we act in accordance with correct authorisation as described in the *Education and Care Services National Regulations (2012)*.

RATIONALE

Under the national regulations, OSHC services are required to obtain written authorisation from parents/guardians in some circumstances, to ensure that the health, safety, wellbeing and best interests of the child are met. These circumstances include but are not limited to:

- administration of medication (Regulation 96)
- children leaving the service premises (Regulation 99)
- children being taken on excursions (Regulation 102).

Specific service policies (including the *Administration of Medication Policy, Delivery and Collection of Children Policy, Enrolment and Orientation Policy and Excursions Policy*) should include details of the conditions under which written authorisations will be accepted. There may be instances when a service refuses to accept a written authorisation. Services are required to develop a policy in relation to the acceptance and refusal of authorisations to help educators/staff and parents/guardians understand exactly what they need to do.

PROCEDURES

The following procedures will be implemented at our service to ensure children's health, safety and well-being is upheld at all times.

The Nominated Supervisor will:

1. Ensure that authorisation from parents / guardians has been obtained for each of the following;

- collection of children
- administration of medication
- excursions and
- access to records

2. Ensure documentation relating to authorisations contains:

- details of why the permission is being sought (e.g. collection of a child)
- the name of the child enrolled in the service
- date
- signature of the child's parent/guardian, or nominated contact person listed on the enrolment form and
- other relevant information.

3. Keep these authorisations in each child's enrolment file.
4. Notify parents / guardians that changes to these authorisations must be advised in writing to the service as soon as possible.

Authorisations to be provided on enrolment form

Certain authorisations will be kept with the child's enrolment form as follows:

- authorisation for the service to seek and obtain medical treatment for the child from a registered medical practitioner, hospital or ambulance service; *and*
- transportation of the child by an ambulance service;
- any ongoing events / excursions / incursions or other similar events which occur regularly.

Refusals

The Nominated Supervisor will;

1. exercise the right to refuse authorisation if written authorisations do not comply with regulatory requirements.
2. other refusals of authorisations may occur if (but are not limited to):
 - Parents are requesting invasive medical treatments
 - Parents authorising an unsuitable person to collect a child (See *Delivery and Collecting Policy*)
 - Parents authorising a person younger than 16 years of age to collect a child from care
 - Parents who do not agree with provisions outlined in the service policies. Non standard requests are to be directed to the nominated supervisor or centre manager where the matter will be discussed with parents before a decision is reached. If the nominated supervisor or the centre manager deems that the request cannot be met, alternative options will be explored.
 - waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis, asthma or diabetes.

The service can administer medication without authorisation in these cases provided the parent of the child and emergency services are contacted as soon as practicable after the medication has been administered.

References:

Australian Children’s Education and Care Quality Authority (2012), *Education and Care Services National Regulations (WA) 2012*. ACECQA, NSW.

Australian Children’s Education and Care Quality Authority (2011), *The Guide to the National Quality Standard*, ACECQA, NSW.

Australian Children’s Education and Care Quality Authority (2011), *The Guide to the Education and Care Services Law and the Education and Care Services National Regulations*, ACECQA. NSW.

Department for Local Government and Communities and the Education and Care Regulatory Unit
<http://www.communities.wa.gov.au/education-and-care/Pages/default.aspx>

Further sources

Australian Children’s Education and Care Quality Authority <http://www.cecqa.gov.au/>

Department for Local Government and Communities and the Education and Care Regulatory Unit
<http://www.communities.wa.gov.au/education-and-care/Pages/default.aspx>

Department for Child Protection and Family Support <http://www.dcp.wa.gov.au/Pages/Home.aspx>

National Privacy Principles - <http://www.oaic.gov.au/privacy/privacy-act/the-privacy-act>

Review History		
Previous Review	Year of Review	Next Review
April 2015	February, 2017	February, 2019