



**Maldon
Neighbourhood
Centre Inc**
Friendship & Learning

Maldon Neighbourhood Centre Occasional Childcare

Authorisations Policy

Scope:

This policy applies to children enrolled in the centre, parents, staff, volunteers and service community

Rationale:

Authorisations play a vital role in guiding service delivery, behaviours and expectations of both families and the service. Authorisations are one of the cornerstones to safety and professional practices in early childhood education and care.

Purpose:

To further ensure the safety and wellbeing of the children being educated and cared for at Maldon Neighbourhood Centre (MNC). This document outlines the procedures to be followed when:

- Obtaining written authorisation from a parent/guardian or person authorised and named in the child's enrolment record
- Refusing written authorisation from a parent/guardian or person authorised and named in the child's enrolment record

Policy:

At MNC, we are committed to ensuring the safety and wellbeing of all children attending the service and meeting our duty of care obligations under the law. We have comprehensive processes in place for managing authorisations that are sensitive to the needs of children and their families.

Responsible Parties:

Nominated Supervisors and educators are responsible for:

- Ensuring families are informed of their right to refuse authorisations and the impacts of a refusal
- Ensuring families are informed of, and complete and sign, the authorised nominee section of their child's enrolment form prior to commencing care and education as to who can collect the child, authorise the administrations of first aid, whom to notify in emergency etc.
- Ensuring that families or authorised nominee are informed and have signed consent to the medical treatment on child's file to enable treatment from a registered medical practitioner, hospital or ambulance service, if required. This may also include transportation of the child by an ambulance service.
- Provide to families information and permission forms for excursions prior to any excursions
- Ensuring attendance records are maintained
- Where children require medication to be administered by an educator, authorisations in writing, signed and dated by parent/guardian or authorised nominee, must be on child's medication record. Medication will not be administered if medication is not in original container or has passed to families he expiry date, in accordance with Education and Care Services National Regulations 2011 r.95. The parent will be contacted to replace the medication or collect the child
- Monitoring, maintaining and storing all required records in a confidential manner

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- Ensuring that educators are aware to not administer medication without the authorisation of parent/guardian or authorised nominee, except in the case of an emergency, including an Asthma or Anaphylaxis emergency in accordance with 'Medical condition Management policy and procedures,
- allowing a child to participate in an excursion or regular outing only with the written authorisation of parent/guardian or authorised nominee.
- allowing a child to depart from the service only with a person who is a parent/guardian or authorised nominee, or with authorisation of one of these, except in the case of a medical or other emergency
- Refusing an authorised person to remove a child from the service if the service feels; in accordance with Education and Care Services National Regulations 2011 r.99
 - the person is unfit (e.g. inebriated)
 - not capable of caring for the child
- Ensuring any received updates to authorisations are communicated to the child care staff
- Reviewing Medical Management Plans (MMP's) each term
- Providing information and permission forms for excursions to families prior to any excursions
- Being available by telephone whilst children are in attendance at the service (this includes whilst on excursions and outings)

Support staff and volunteers are responsible for:

- following the policies and procedures of the service
- checking that parents/carers sign and date permission forms for excursions
- checking that parents/carers or authorised nominees sign the attendance record as their child arrives at and departs from the service
- administering medication only with the written authorisation of a parent/carer or authorised nominee, except in the case of an emergency, including an asthma or anaphylaxis emergency
- allowing a child to participate in an excursion only with the written authorisation of a parent/carer or authorised nominee
- allowing a child to depart from the service only with a person who is the parent/carer or authorised nominee, or with the written authorisation of one of these, except in the case of a medical emergency or an excursion
- ensuring that there are procedures in place if an inappropriate person attempts to collect a child from the service
- informing the Approved Provider when a written authorisation does not meet the requirements outlined in service policies.

Families are required to:

- Ensure documentation/authorisations are completed and remain current at all times
- Ensure all records are completed (attendance / illness, accident / medication etc.)
- Ensure any changes to children's information or status is communicated promptly to the childcare staff
- Provide medication in its original container within its expiration date and hand directly to the childcare staff.



- Read and sign consent to the medical treatment for your child to receive treatment from a registered medical practitioner, hospital or ambulance service, if required. This may also include transportation of the child by an ambulance service
- Discuss and negotiate outcomes which may lead to the refusal of authority for your child to attend an excursion (if you feel the excursion or outing is unsafe or of no benefit)



Authorisations Procedure

Acceptance of authorisation

A written authorisation will be accepted if it is:

- signed and dated by the responsible parent or carer.
- received prior to the child commencing enrolment in the service, or prior to the relevant event, excursion etc.

Procedures for refusing a written authorisation

On receipt of a written authorisation from a parent/carer that does not meet the requirements outlined in the related service policy, the Nominated Supervisor will:

- immediately explain to the parent/carer/authorised person why their written authorisation cannot/could not be accepted.
- request that an appropriate alternative written authorisation is provided by the parent/carer.
- ensure that service procedures are followed where a parent/carer cannot be immediately contacted to provide an alternative written authorisation
- follow up with the parent/carer, where required, to ensure that an appropriate written authorisation is obtained.

Procedures for refusing to allow a child to be picked up by an authorised person

There may be a time when an authorised person arrives to collect a child but the educator believes they are not fit to take charge of the child or not capable of caring for the child. This judgement might be made on the grounds of medical, mental health, substance abuse or other reason. If the educator, believes an authorised person is not able to safely collect a child from the service they should:

- immediately consult with the Childcare Coordinator or Centre Coordinator for support
- explain their concerns to the authorised but unsuitable person and attempt to make alternate arrangements to ensure the child is safe
- call the police if necessary to ensure the safety of the child and themselves

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