

ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY

Policy Statement

Highgate School Outside School Hours Care (Highgate OSHC) has clear processes to ensure that all requirements relating to authorisations are met as determined by the Education and Care Services National Law and Regulations. This policy specifically outlines for educators and families what steps they must take to ensure children are safe when being educated and cared for.

Highgate OSHC must obtain authorisation from parents/guardians and authorised nominees in some circumstances for situations such as:

- administering medication to children
- children leaving the premises in the care of someone other than their parent/guardian
- children being taken on excursions.

Services and Nominated Supervisors should refer to Regulation 168 (2) and refer to ACECQA 'Getting Parents Authorisation' for advice on policies and procedures for obtaining authorisations.

Procedures

- Highgate OSHC will ensure that any documentation provided to families regarding authorisations required under the Education and Care Services National Law always includes the name of the child, date of effect, and signature of the child's parent/guardian or authorised person in connection with those identified on the child's enrolment form.
- These authorisations, and any other personal and/or health information, will only be disclosed to those authorised by the enrolling parent/guardian.
- Additional authorisations will be sought by the Service in relation to:
 - the administration of medication
 - children leaving the premises with someone other than their parent/guardian
 - children to be taken on excursions or attending incursions.
- Highgate OSHC requires written authorisation from parents/guardians for instances where there may be risk associated. Families submitting the enrolment form provide consent for these items, which includes a declaration of:
 - any person authorised to consent to medical treatment or to authorise administration of medication to the child
 - authority for Highgate OSHC to seek medical treatment for the child from a registered medical practitioner, a hospital or an ambulance service, and transportation of the child by an ambulance service
 - authority for Highgate OSHC to take photos and/or video of their child
 - authority for photos of their child to be displayed in public places
 - authority for photos and/or videos to be uploaded to the Xplor platform for programming and documentation purposes
 - authority for Highgate OSHC to share information with Highgate School Principals/teachers in the interest of the child's care and wellbeing
 - authority to administer prescribed medication in accordance with any medical management plan for medical conditions such as anaphylaxis or asthma
 - authorisation for any person nominated by the parent/guardian to collect the child from the service

Administration of Medication – Acceptance & Refusal of Authorization

The information below provides an overview of authorisations required in dealing with the administration of medication. Educators and families are asked to refer to Highgate OSHC's *Dealing with Medical Conditions and Medication Policy* for detailed information on the administration of medication.

The following authorisations will be accepted for administering medication to children (regulation 93):

- The parent/guardian has completed and signed an Authority to Administer Medication form on the day on which the medication is to be administered.
- Prescribed medications or medications accompanied by an Action Plan or an explanatory letter from the child's doctor will be administered by educators for the specified period without a new Authority to Administer Medication form being completed for each day required.
- In the case of an emergency, consent is given verbally by a parent/guardian or a person named in the child's enrolment record as authorised to consent to the administration of medication, or where a parent/guardian or person named in the enrolment record cannot reasonably be contacted in the circumstances, a registered medical practitioner or an emergency services officer.
- Despite regulation 93, medication may be administered to any child without authorisation in the case of an anaphylaxis or asthma emergency, in compliance with regulation 94.

The following authorisations are not acceptable:

- Educators will not administer any medication where permission has not been authorised.
- Highgate OSHC will not accept authorisation from a parent who is prohibited by a court order from having contact with the child.
- Educators will not administer medications to children without written parental/guardian authority, including if the form is incomplete, not signed or not dated.
- Educators will not administer non-prescribed medications that are required for more than one day without written medical authority.
- Educators will not administer any treatment without first receiving appropriate professional training.
- Highgate OSHC will not provide education and care to children who require a care regime that uses medical procedures, before they are appropriately and professionally trained and feel confident and comfortable with that training and the process for administering any required medication, even if the family asks them to do so and offers to train educators in using personal equipment.
- Highgate OSHC will not provide education and care to a child with special health needs without a risk minimisation plan being signed and completed upon enrolment of the child.
- Authorisation will not be accepted if the 'Authority to Administer Medication' form is incomplete, not dated, not signed, or where the form has been completed, dated and signed by someone other than the approved person/s authorised on the child's enrolment form as being authorised to give permission for Highgate OSHC to administer medication.

Children Leaving the Premises – Acceptance & Refusal of Authorisation

The information below provides an overview of authorisations required for children leaving the service with someone other than their parent/guardian. Educators and families are asked to refer to Highgate OSHC's *Delivery and Collection of Children Policy* for detailed information on the delivery and collection of children.

The following authorisations will be accepted for collecting children from Highgate OSHC:

- The parent/guardian has provided written authorisation for another person other than the child's parent/guardian to collect the child. A text, email or a letter from the parent/guardian from a verified contact on or before the day is required.
- Any request from a family to authorise a person to collect their child from the service is subject to that person being over the age of 18 years. Except when the person is a sibling of the child in care, in which case they must be over the age of 16 years.
- If someone other than the enrolling parent/guardian arrives to collect the child, and the parent has not informed the service of this in writing, the Director/Responsible Person will confirm whether that person has been authorised previously on the enrolment form. Where the person has not been identified as authorised on the child's enrolment form, the enrolling parent/guardian will be contacted to provide written consent, and to provide a description of the person concerned, who will then be required to provide proof of their identity.
- A child may be given into the care of a registered medical practitioner, hospital or ambulance service or taken outside of the premises due to a medical emergency or where the child requires hospital or ambulance care or treatment. Under these circumstances, authorisation for the service to seek medical treatment for a child from a registered medical practitioner, hospital or ambulance service, and transportation of the child by an ambulance service, will have been sought during enrolment.

The following authorisations are not acceptable:

- Highgate OSHC will not accept authorisation from a parent who is prohibited by a court order from having contact with the child.
- Under no circumstances will a child be permitted to leave Highgate OSHC unaccompanied, even if the authorised parent/guardian has requested the Service to allow this (e.g. for the child to walk home).

Children Being Taken on Excursions – Acceptance & Refusal of Authorisation

The following information provides an overview of authorisations required for children to be taken on excursions from Highgate OSHC as part of the education and care program provided. Educators and families are asked to refer to Highgate OSHC's *Excursion Policy* for detailed information on excursions.

The following authorisations will be accepted for children to leave the premises (regulation 102)

- The parent/guardian has completed and submitted an Excursion Permission form prior to the day of the excursion.
- If not the parent/guardian, an adult who is authorised to give approval for an educator to take the child out of the service has provided a completed and submitted Excursion Permission form.

The following authorisations are not acceptable:

- Educators will not take any child outside the premises on an excursion if written authorisation has not been provided. Verbal permission will not be accepted unless under authorised instruction from the Director.
- Highgate OSHC will not accept authorisation from a parent who is prohibited by a court order from having contact with the child.
- Authorisations will not be accepted if forms are incomplete, or where forms have been completed by someone other than the nominated authorised persons as indicated on the child's enrolment form.

Approved by Highgate Governing Council 6th April 2021

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Related Documents

<http://www.acecqa.gov.au/national-quality-framework/national-law-and-regulations/national-regulations>

Education & Care Services National Regulations (2011) – Regulations 93, 94, 99, 102, 158, 158, 168 (2)(m), 170, 171, 172, 181