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## **ACCEPTANCE AND REFUSAL OF AUTHORISATION POLICY**

**National Quality Standard:** 2.3.2 (see footnote for definition)

**Policy: Educators** require 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 and what does not, and many therefore result in a refusal.

**Background:** To ensure educators and staff only act in accordance with correct authorisation as described in the Education and Care Services National Regulations 2011.

### **Relevant legislation:**

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011

### **Key resources:**

- Guide to the Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011 (ACECQA).
- National Quality Standard 2011 (ACECQA).
- Guide to the National Quality Framework 2011 (ACECQA).
- Guide to the National Quality Standard 2011 (ACECQA).
- Childcare Service Handbook 2011-2012 (DEEWR).
- Community Child Care Co-operative.

### **Practices:**

#### **Co-ordination Unit Staff Will:**

- Advise educators and families of their responsibilities under the legislation.
- The nominated supervisor will ensure documentation relating to authorisations contains:
  - The name of the child enrolled in the service;
  - Date;
  - Signature of the child's parent/guardian, or nominated contact person who is on the enrolment form;
  - The original form/letter/register provided by the service.
- Keep these authorisations in the enrolment record.

#### **Educators Will:**

- Apply these authorisations to the collection of children, administration of medication, excursion and access to records.
- Exercise the right of refusal if written or verbal authorisations do not comply.
- Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The service or family day care educators can administer medication without authorisation in these cases,

provided it is noted on medical plans and that parents/guardians be contacted as soon as practicable after the medication has been administered.

**Families are required to:**

- Keep child enrolment details forms current stating who the authorised nominees are.

Policy Created: August 2012

Policy Ratified at Committee Meeting (date) .....

Signed: ..... Title: .....

**NQS Definitions:**

**2.3.2** – Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.