Refusal and acceptance of authorisations Policy

Goal
We will ensure that we only act in accordance with correct authorisation as described in the Education and Care Services National Regulations, 2011.

Strategies
The Nominated Supervisor will:

1. Ensure documentation relating to authorisations contains:
   (a) the name of the child enrolled in the service;
   (b) date;
   (c) signature of the child's parent/guardian, or nominated contact person who is on the enrolment form;
   (d) evidence of that the authorising adult understands the circumstances for which they are signing.

2. Apply these authorisations to the collection of children, administration of medication, excursion and access to records.

3. Keep these authorisations in the enrolment record.

4. Exercise the right of refusal if written or verbal authorisations do not comply.

5. Waive compliance where a child requires emergency medical treatment. The service can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered.

Evaluation
Correct authorisation is obtained, referred to and applied appropriately ensuring reduction in possible risk.

Who is affected by this policy?
Children, families and staff

Review
The review will be conducted by:
* The Peter Toms ELC staff
* Families

Policy created: 10 Sept 2012