

ACCEPTANCE AND REFUSAL OF AUTHORISATION



This policy refers to permissions stated in the following policies:

- Incident, Illness and Trauma
- Dealing with Medical Conditions
- Delivery and Collection of Children
- Excursions
- Safe Transportation of Children
- Enrolment and Orientation

Definitions:

Authorised nominee: A person who has been given permission by a parent or family member to collect the child from the service or the family day care (FDC) educator.

OSHC@IOE aims to:

Provide a safe and secure environment and participants at all times. OSHC@IOE will do this by ensuring we follow a comprehensive and clear process when accepting consent and authorisations from families.

OSHC@IOE may exercise the right of refusal if written or verbal authorisations do not comply with this policy or the necessary regulatory requirements. The supervisor on premises may refuse the authorisation if they feel a participant's health and wellbeing are at risk.

The service will waive compliance with this policy where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. 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.

Authorisations will be sighted and signed by the responsible person and a copy will be given back to the parents, if requested. The original copy will be scanned and saved with the child's enrolment documentation or kept on their XPLOR web file.

Authorised nominees must be added via XPLOR in order to pick up a child who is not their own. In an emergency, written authorisation is required for any non-parent pick up. This must be in the form of an email. Verbal permission cannot be accepted.

A participant will not be permitted to leave the service to attend any out of centre activity until written authorisation is obtained from the parent/guardian. OSHC@IOE may exercise the right to refuse the request if written or verbal authorisations do not comply with the requirements outlined above. The responsible person on duty also has the right to refuse the authorisation if the child's safety or wellbeing is deemed to be compromised.

If refusal of an authorisation is delivered, the child's name, activity and reason why authorisation was denied must be recorded in the form of an email to the parent/guardian.

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References:

Education and Care Services National Regulations 2011: 90, 91, 94, 99, 100, 101, 102, 102, 102B, 102C, 102D

National Quality Standards: 2.1.1, 7.1.2, 6.1.1, 2.2.3, 2.2.1, 6.2.3, 2.2