

ACCEPTANCE/REFUSAL OF AUTHORISATIONS USER GUIDE

OVERVIEW

This user guide is to be used in conjunction with the DECD 'Acceptance and Refusal of Authorisation' policy. This user guide is also related to the user guide and policy 'Delivery and Collection of Children'. This user guide will be consulted anytime authorisation is sought from families in regards to administering medication, excursions, collection from the Centre by people other than the child's regular guardians and any other circumstances where a guardian's permission is needed before action can take place.

INSTRUCTIONS

Leadership will:

- Ensure processes are in place to ensure authorisation is being sought from families in matters relating to: administration of medication, medical treatment of the child including by an ambulance, collection of children from the service, excursions (including regular outings), incursions and any other site specific matters that require a family members permission (including referrals to other internal services at the site).
- Oversee and approve any communications (permission slips, notes relating to medication etc.) requesting for authorisation before they are sent to families.

Educators will:

- Request authorisation from families in any of the above situations.
- Only take action if the authorisation has been received except in cases of emergency.
- Pass on authorisation information to administration to file and be prepared to share authorisation information with other educators when the child transitions between rooms.
- Ensure all relevant information has been collected.
 - **Medication authority:** Child's name, guardian's signature, name of medication, time and date medication should be administered, manner and dosage to be administered, period of authorisation, signature of medical practitioner and the date the authorisation was signed. See also **Dealing with Medical Conditions User Guide**.
 - **Medical Treatment including transportation by ambulance service:** An Individual First Aid Plan should be filled out by families for a child with a medical condition. Staff will call an ambulance in an emergency, in line with their First Aid training.
 - **Collection of Children:** On enrolment, guardians will be required to nominate people, aged 16 years or older, who will collect the child after their sessions and up to four emergency contacts with permission to collect. Emergency contacts are required to provide identification the first time they collect the child. If someone other than these contacts comes to collect the child, they will need to bring identification and authorisation will be sought from families via phone.
 - **Excursions:** Permission slips will be sent out before any excursion which detail the date of the excursion, the destination, the method of transport used, the proposed activities, the period the child will be away from the premises and time of return, the ratio of children to educators, names and number of educators and other adults attending the excursion, the fact that a risk assessment has been prepared and is available. A guardian must sign and return this form with their name, the child's name and the date it was signed.
- Contact families if the authorisation is not complete or insufficient information has been provided.

Administration will:

- Keep copies of permission slips and authorisation requests on hand to give to families on request.
- Receive notice of any requests for authorisation so they are aware of what has been asked and prepared to answer questions from families.
- File any authorisation requests in the appropriate place (usually the child's file) and make notes on KidsXap of any ongoing authorisation issues.
- Request authorisations for medication and emergency first aid upon enrolment.

Families will:

- Read and return correspondence completed with the relevant details if they wish to give their authorisation.
- Ensure they complete authorisations correctly and are aware of the details they must give in the below situations:
 - **Medication authority:** Child's name, guardian's signature, name of medication, time and date medication should be administered, manner and dosage to be administered, period of authorisation, signature of medical practitioner and the date the authorisation was signed. *See also Dealing with Medical Conditions User Guide.*
 - **Medical Treatment including transportation by ambulance service:** An Individual First Aid Plan should be filled out by families for a child with a medical condition. Permission for children to be taken to hospital in an ambulance is requested in the Enrolment Form. Families must be aware that in an emergency, staff will call an ambulance in line with their First Aid training.
 - **Collection of Children:** On enrolment, guardians will be required to nominate people, aged 16 years or older, who will collect the child after their sessions and up to four emergency contacts with permission to collect. Emergency contacts are required to provide identification the first time they collect the child. If someone other than these contacts comes to collect the child, they will need to bring identification and authorisation will be sought from families via phone.
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Team Leaders will:

- Ensure policy is communicated with team members and are responsible for implementing this policy within their rooms.

Implemented: May 2014

Reviewed: August 2018

Next Review: August 2019

DECD Policies:

Acceptance and Refusal of Authorisations