



Acceptance and Refusal of Authorisations Policy

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Aim: To meet the requirements of the acceptance and refusal of authorisations required under regulation 168(2)(m) of the *Education and Care Services National Regulations 2011* (National Regulations).

The Meeting House Kindergarten aims to ensure that the preschool has in place policies and procedures in relation to the matters set out in regulation 168(2) of the National Regulations. Included in this is a policy and procedure in relation to the acceptance and refusal of authorisations (regulation 168 (2) (m)).

Types of authorisations required under the National Regulations

Regulation	Authorisations
Regulation 92	The details to be recorded on a medication record includes the authorisation to administer medication signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication.
Regulation 99	The Meeting House Kindergarten's nominated supervisor must ensure that a child being cared for by the preschool does not leave the premises except where the child: *is given into the care of a parent, an authorised nominee named in the child's enrolment record or a person authorised by a parent or authorised nominee; or *leaves in accordance with the written authorisation of the child's parent or authorised nominee; or *is taken on an excursion; or *is given into the care of a person or taken outside the premises because the child requires medical, hospital or ambulance care or treatment, or because of another emergency.
Regulation 102	Authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the premises by an educator. The authorisation must state the information listed in regulation 102(4).
Regulation 161	*An authorisation signed by a parent or a person named in the enrolment record as authorised to consent to the medical treatment of the child, for the approved provider, nominated supervisor or an educator to seek: -medical treatment for the child from a registered medical practitioner, hospital or ambulance service; and -transportation of the child by an ambulance service; and *if relevant, an authorisation given under regulation 102 for the service to take the child on regular outings.

The purpose of this policy for acceptance and refusal of authorisations is to ensure that all educators, staff and volunteers of the preschool are consistent in how authorisations are managed. Generally, the authorisations outlined above will be accepted by the Preschool. However, in exceptional circumstances there may be circumstances where the Preschool refuses an authorisation. Decisions around refusing an authorisation will be made on a case by case basis by the Preschool and some examples of when an authorisation may be refused are outlined below:-

Type of authorisation	Considerations to be made by the Preschool
Administration of medication (Regulation 92)	<p>*in what circumstances might an authorisation be refused? For example :</p> <ul style="list-style-type: none"> -If someone who has <u>not</u> been listed as authorised to authorise administration of medication to a child, asked the Preschool to administer medication to the child. -If the service is asked to administer medication to a child that is <u>not</u> in accordance with the requirements of Regulation 95 such as, being administered from it's original container.
Children leaving the Preschool	<p>*In what circumstances might an authorisation be refused? For example:</p> <ul style="list-style-type: none"> -if the parent or any other authorised nominee or person as listed in Regulation 99 does not appear to be fit to take care of the child.
Authorisation for excursions (Regulation 102)	<p>*In what circumstances might an authorisation be refused? For example:</p> <ul style="list-style-type: none"> -If an authorisation received by the service for an excursion does not meet the requirements of Regulation 102, such as it appears to not have been signed by a person authorised to sign.

Recording of refusal/s of authorisation

If an authorisation is refused by the Preschool, it is best practice to document:

- The details of the authorisation
- Why the authorisation was refused
- Actions taken by the preschool (i.e. if the preschool refused an authorised nominee named in the child's enrolment record to collect the child from the preschool as they were under the influence of alcohol, what action was taken to ensure that the child was collected).

Policy Documentation

The Kindergarten's policy about the acceptance or refusal of authorisations is documented in a stand-alone policy, but it may be incorporated into other relevant policies required under Regulation 168.