

ARMIDALE & DISTRICT FAMILY DAY CARE

Authorisations and Refusals Policy

Related documentation Policy/policies:	Administering Medication; Delivery and Collection of Children/Parental Access; Excursions; Dealing with Health and Medical Conditions.
Regulation/s/ Standards:	90, 92, 93,94,95,99,102,159,160,161
Related procedures:	Flexitime; Student and Volunteer Guidelines; Photo and Camera.
References:	Education and Care Services National Regulations
Date effective	August 2016
Date for review	August 2018
Purpose	To protect the safety and wellbeing of children in education and care and to acknowledge each family's right to make choices for their child/children.
Responsibility/applies	Families, Educators, Staff

Key information:

Our service acknowledges a family's right to authorise or refuse their child's participation in various activities or experiences e.g. excursions or outings.

Authorisations

Families are required to sign authorisations and agreements to indicate they will abide by enrolment conditions to:

- a) pay the administration levy
- b) complete accurate attendance records
- c) notify Armidale & District Family Day Care (AFDC) of changes to their contact details
- d) notify AFDC of any significant changes to their child's health that would require a Health Management Plan for conditions i.e. asthma , anaphylaxis or epilepsy.
- e) keep AFDC informed of their child/children's immunisation status by providing:
 - an immunisation history/ contraindication or medical exemption form
 - and updates of vaccinations as they are received.

Authorisation is also sought to allow Armidale & District Family Day Care to seek emergency medical, hospital or dental care or to call an ambulance.

Families need to indicate their permission or refusal for:

- a) taking of photos of their child/ children whilst in care
- b) display or publication of those photos
- c) provision of transport by the Educator or by Coordination Unit staff
- d) their child/ children having contact with a TAFE Cert III of Diploma Student being mentored on work placement.

Nominated Persons

Families need to indicate, on the enrolment form, persons nominated to:

- a) collect their child/ children from care
- b) authorise the administration of medication
- c) be contacted in an emergency if the parent /guardian is unavailable and
- d) authorise participation in an excursion

Families also need to provide the Nominated Supervisor and Educator with Court Order details of any person/s denied access to their child/children.

Excursions and Routine Outings

The family or their authorised nominee must provide written permission before an Educator can leave their residence with their child/children to attend an excursion or routine outing.

Educators need to provide families with details of proposed routine outings or excursions including risk assessments conducted.

If the family does not provide authorisation and the Educator cancels the contract *for that day*, no payment is required.