

## ARMIDALE OUT OF SCHOOL HOURS CARE

### *Authorisations and Refusals Policy*

<b>Policy/policies:</b>	Administration of First Aid ; Delivery and Collection of Children/Parental Access; Excursions & Medical Conditions.
<b>Regulation/s/ Standards:</b>	Education and Care Services National Regulations 90,92,93,94,95,96,99,102,157,161,168. National Quality Area 6
<b>Related procedures:</b>	Administering Medication; Photo and Camera; Social Media; Student, Volunteers and Visitors.
<b>References:</b>	Education and Care National Regulations ACECQA Research & Resources.
<b>Date effective</b>	August 2022
<b>Date for review</b>	June 2024
<b>Purpose</b>	To ensure that Armidale Out of School Hours Care has in place policies and procedures in relation to the acceptance and refusal of authorisations. Our services have a duty of care to protect the safety and wellbeing of children and to acknowledge each family's right to make choices on behalf of their children.
<b>Responsibility</b>	Directors, Management, Nominated Supervisor and Educators.

#### **Key information:**

The Regulatory body requires Armidale Out of School Hours to clearly outline how the acceptance and refusal of authorisations are dealt with by Management, staff, and educators in the services. Further, Armidale Out of School Hours acknowledges the right of a family to authorise or refuse permission for their child's participation in excursions and activities.

#### **Responsibilities of Families:**

##### **To nominate persons whom they authorise to:**

- Deliver and pick up children on their behalf;
- Approve the administration of First Aid;
- Authorise the administration of medication;
- Consent to medical treatment to be sought for children;
- Be contacted in the case of an emergency;
- Consent to children being taken outside the care environment by authorised persons, and/or
- Consent to children being transported in a vehicle by the staff.

**Upon enrolment, families are also requested to authorise or refuse permission for Armidale Out of School Care Educators to:**

- Take photos of children whilst in care;
- Display or publish those photos;
- Have contact with a TAFE or UNE student being mentored by AFDC whilst on work placement.

**Excursions**

The family and/or their authorised nominee must provide written permission to Armidale Out of School Hours before service staff are permitted to take their children on excursions, either to transport children from school into care or to take children out of the care environment to attend an excursion.

**Regular Excursions**

By definition, the only regular excursions which are undertaken in Armidale Out of School Hours Care is the transportation of children from schools in the catchment area to the service at Sandon School Hall, Erskine Street, Armidale, either in the Armidale OSHC bus or in the vehicle of a responsible person.

**Non-regular Excursion**

Authorisation and refusal procedures are outlined in Armidale Out of School Hours Care's Excursion Policy.

**Parenting Plans, Court Orders and Custody and Access Orders**

Families must provide Management with copies of any relevant documentation upon enrolment, or from time to time as orders are put in place in order for Armidale Out of School Hours Care to prevent a biological parent from gaining access to their children.

Without such documentation, we are not able to implement a parent's wishes in such a matter.

**Administration of Medication**

The details to be recorded on a medication record includes the authorisation to administer medication (including self-administration if applicable) signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication.

Medication may be administered to a child without an authorisation in case of an anaphylaxis or asthma emergency.

Armidale Out of School Hours Care Educators may permit a child to self-administer medication, in accordance with the Medical Conditions Policy if an authorisation for the child to self-administer medication is recorded in the medication record for the child.

**Delivery and Collection of Children**

**Armidale Out of School Hours Care must ensure that a child being educated and cared for by the service does not leave the service 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.

### **Authorisation to Seek Medical Treatment**

Upon enrolment, the parent or a person named in the enrolment record as authorised, must consent to the medical treatment of the child; that is, for Armidale Out of School Hours Care management and Educators 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.

### **Refusals of Authorisations**

Generally, the authorisations outlined will be accepted by Armidale Out of School Hours Care. However, in exceptional circumstances Armidale Out of School Hours Care may refuse an authorisation. Decisions around refusing an authorisation will be made on a case by case basis by Armidale Out of School Hours Care Management, and some examples of when an authorisation may be refused are outlined below:

#### **Administration of medication**

- If someone who has not been listed as authorised to authorise administration of medication to a child, asks Armidale Out of School Hours Care to administer medication to the child;
- If Armidale Out of School Hours Care is asked to administer medication to a child that is not in accordance with the requirements of regulation 95 such as, being administered from its' original container.

#### **Self-administration of medication**

- If Armidale Out of School Hours Care Management and/or Educators deem the child is not capable of self-administering.

#### **Children leaving the education and care service premises**

- 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;
- The sibling or older child authorised to take another child out of the service does not appear to be capable;
- The child has been given authorisation to leave the service alone, however they do not appear to be capable or the environment they would be in alone is unsafe.

#### **Authorisation for excursions**

- 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 Armidale Out of School Hours Care, management will document:**

- The details of the authorisation;
- Why the authorisation was refused;
- Actions taken by the Armidale Out of School Hours Care (i.e. If allowing a parent or authorised person to enter the premises or collect the child would pose a risk to the safety of children and staff of Armidale Out of School Hours Care

### **Management of Intoxicated People or People who are under the influence of drugs**

Should the Nominated Supervisor or Responsible person reasonably suspect that a parent, guardian or person authorised to collect the child is under the immediate influence of alcohol, drug or other substance, they should:

- Make an attempt to discuss their concerns with the parent, guardian or authorised person, if they feel confident to do so;
- If not, then make an attempt to contact an alternative parent or nominated person to discuss their concerns;
- Only release the child if required to by law (i.e. if the person is a biological parent not mentioned in a court order) ;
- Call the police if they believe that an immediate threat to the welfare and wellbeing of staff, children/and or families exists.