

ARMIDALE FAMILY DAY CARE
Authorisations and Refusals Policy

Related Documentation Policy/policies:	Administration of First Aid, Delivery and Collection of Children/Parental Access, Excursions & Medical Conditions.
Regulations/ Standards:	Education and Care Services National Regulations 90,92,93,94,95,96,99,102,159,160,161,168. National Quality Standards Areas 2 and 6
Related procedures:	Administering Medication, Flexitime, Photo and Camera, Social Media Student and Volunteers.
References:	Education and Care National Regulations.
Date effective	November 2023
Date for review	November 2024
Purpose	AFDC will use its best endeavours to ensure that the service has in place policies and procedures in relation to the acceptance and refusal of authorisations in order to protect the safety and wellbeing of children and to acknowledge each family's right to make choices on behalf of their children.
Responsibility	Directors, Nominated Supervisor, Coordinators, Educators and families

Key information:

The Regulatory body requires AFDC to clearly outline how the acceptance and refusal of authorisations are dealt with by Management, Staff and Educators in AFDC.

AFDC acknowledges the right of a family to authorise or refuse permission for their child's participation in publicity, marketing, excursions, and activities.

Responsibilities of Families enrolling in AFDC:

In relation to Authorisations and Refusals families have the responsibility to nominate those persons they authorise to:

- Deliver and pick up children on their behalf.
- Authorise the administration of medication.
- Consent to medical treatment.
- Be contacted in the case of an emergency.
- Provide permission for children to be taken outside the care environment by the Educator, and/or to be transported in a vehicle by the Educator, staff or other transport arranged by the Educator.

The Education and Care Services National Regulations requires parents to provide AFDC with the name, address and telephone number of all authorised persons.

Families also have the responsibility to nominate:

- The name address and telephone number of the child's medical practitioner, and
- The name, address, and telephone number of the child's dentist, where applicable.

Upon enrolment, families are also requested to authorise or refuse permission for AFDC staff and 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.

Routine and Non-Routine Outings

The family and/or their authorised nominee must provide written permission to Educators before the Educator can leave the care environment with their children to attend an outing.

Routine Outings:

Educators will provide families with details of their routine outings and seek written permission for Children to participate in routine outings upon enrolment, annually, and when circumstances change.

Non-Routine Outings:

Where an Educator is planning a non-routine outing, family permission will be sought on a case-by-case basis.

Parenting Plans, Court Orders and Custody and Access Orders

Families must provide the Coordination Unit with copies of any relevant documentation at enrolment, or from time to time, as orders are put in place, in order for AFDC to prevent a biological parent from gaining access to their children.

Without such documentation, AFDC is not able to implement a parent's wishes in such a matter. Families should be aware that AFDC will provide a copy of the relevant documentation to the Child's Educator.

Authorisation to Seek Medical Treatment

Upon enrolment, families must consent to the medical treatment of the child, if necessary, that is, for AFDC management staff and/or 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.

Administration of Medication

Families wishing an AFDC Educator to administer medication to a child must provide Educators with written permission on AFDC's Authorisation to Administer Medication template.

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.

AFDC staff and Educators may permit a child over preschool age 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

AFDC staff and Educators must make sure that a child being educated and cared for by the service 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.

Refusals of Authorisations

Generally, authorisations provided by families will be accepted by AFDC.

However, in exceptional circumstances AFDC may refuse an authorisation. Decisions around refusing an authorisation will be made on a case-by-case basis by AFDC 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 AFDC to administer medication to the child
- If AFDC 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 and listing the child as the person for whom the medication has been prescribed.

Self-administration of medication

- If Management, staff 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 AFDC, we will undertake best practice to document:

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