

Acceptance & Refusal of Authorizations Policy

Policy Statement & Commitments

Brunswick East Primary School Outside School Hours Care Service (BEPS OSHC Service) may require additional written authorization from parents and/or authorized adults in relation to specific items or instances that are not or cannot be addressed during enrolment. In some circumstances, authorizations may be refused. The Service exercises the right of refusal if written or verbal authorizations do not comply with the Service's policies.

For the purpose of this policy, authorizations refer to the administration of medication, children leaving the premises, and incursions and excursions.

The BEPS OSHC Service is committed to ensuring that educators and families are provided with clear information about the legal requirements to:

- obtain authorization from families and any other authorized adults
- clarify when or why these authorizations might be refused, and
- satisfy what educators and families need to do for administration purposes.

Procedures

- The Service will ensure that any documentation provided to families regarding authorizations required under the Education and Care Services National Law always includes the name of the child, date of effect, and signature of the child's parent/guardian or authorized person in connection with those identified on the child's enrolment form.
- These authorizations, and any other personal and/or health information, will only be disclosed to those authorized by the enrolling parent/guardian .
- Additional authorizations will be sought by the Service in relation to: the administration of medication; children leaving the premises with someone other than their parent/guardian; and for children to be taken on excursions or attending incursions.
- The Service requires written authorization from parents for particular instances where there

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may be risk associated. Families signing the enrolment form provide consent for these items, which includes a declaration of:

- any person authorized to consent to medical treatment or to authorize administration of medication to the child
- authority to administer prescribed medication in accordance with any medical management plan such as anaphylaxis, asthma or diabetic management or risk minimization
- authorization for the Service to seek medical treatment for the child from a registered medical practitioner, a hospital or an ambulance service, and transportation of the child by an ambulance service
- authorization for any person nominated by the parent to collect the child from the service
- any person authorized to give approval for an educator to take the child out of the service
- authority to access their own personal records
- authority for the Service to take and display photo, videos etc.

Administration of Medication – Acceptance & Refusal of Authorization

The information below provides an overview of authorizations required in dealing with the administration of medication. Educators and families are asked to refer to the Service’s **Dealing with Medical Conditions and Medication Policy** for detailed information on the administration of medication.

The following authorizations will be accepted for administering medication to children (regulation 93):

- The parent/guardian has completed and signed an **Authority to Administer or Self-administer Medication** form on the day on which the medication is to be administered.
- Prescribed medications or medications accompanied by an **Emergency Action Plan**, a **Special Health Needs Support Plan** or an explanatory letter from the child’s doctor will be administered by educators for the specified period.
- In the case of an emergency, consent is given verbally by a parent or a person named in the child's enrolment record as authorized to consent to the administration of medication, or where a parent or person named in the enrolment record cannot reasonably be contacted in the circumstances, a registered medical practitioner or an emergency services officer.
- Despite regulation 93, medication may be administered to a child without authorization in the case of an anaphylaxis or asthma emergency, in compliance with regulation 94.

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The following authorizations are not acceptable:

- Educators will not administer any medication where permission has not been authorized.
- The Service will not accept authorization from a parent who is prohibited by a court order from having contact with the child.
- Educators will not administer medications to children without written parental/guardian authority, including if the form is incomplete, not signed or not dated.
- Educators will not administer non-prescribed medications that are required for more than one day without written medical authority.
- Educators will not administer any treatment without first receiving appropriate professional training.
- The Service will not provide education and care to children who require a care regime that uses medical procedures, before they are appropriately and professionally trained and feel confident and comfortable with that training and the process for administering any required medication, even if the family asks them to do so and offers to train educators in using personal equipment.
- The Service will not provide education and care to a child with special health needs without a risk minimization plan being completed upon enrolment of the child.
- The Service will not accept a child for education and care without their prescribed medication.
- Authorization will not be accepted if the 'Authority to Administer or Self-administer Medication' form is incomplete, not dated, not signed, or where the form has been completed, dated and signed by someone other than the approved person/s authorized on the child's enrolment form as being authorized to give permission for the Service to administer medication.

Children Leaving the Premises – Acceptance & Refusal of Authorization

The information below provides an overview of authorizations required for children leaving the service with someone other than their parent/guardian. Educators and families are asked to refer to the Service's **Delivery and Collection of Children Policy** for detailed information on the delivery and collection of children.

The following authorizations will be accepted for collecting children from the Service (regulation 99):

- The parent/guardian has provided written and signed Authorization for another person other than the child's parent/guardian to collect the child. An email or a letter from the parent/guardian on or before the day is required.
- Any request from a family to authorize a person to collect their child from the service is subject to that person being over the age of 18 years.
- If someone other than the enrolling parent/guardian arrives to collect the child, and the parent has not informed the Service of this in writing, the Coordinator will confirm whether that person has been authorized previously on the enrolment form and contact the enrolling

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parent/guardian for their permission in writing (e.g. via fax or email). Where the person has not been identified as authorized on the child’s enrolment form, the enrolling parent/guardian will be contacted to provide written consent, and to provide a description of the person concerned, who will then be required to provide proof of their identity.

- A child may be given into the care of a registered medical practitioner, hospital or ambulance service or taken outside of the premises due to to a medical emergency or where the child requires hospital or ambulance care or treatment. Under these circumstances, authorization on the child’s enrolment form for the Service to seek medical treatment for a child from a registered medical practitioner, hospital or ambulance service, and transportation of the child by an ambulance service, will have been sought during enrolment.
- In an emergency situation the Service may be required to undertake an off-site evacuation and guide all children to the off-site evacuation point. Under these circumstances, authorization on the child’s enrolment form for the Service to take children off site in an emergency evacuation will have been sought during enrolment.

The following authorizations are not acceptable:

- The Service will not accept authorization from a parent who is prohibited by a court order from having contact with the child.
- Under no circumstance will a child be permitted to leave the Service unaccompanied, even if the authorized parent/guardian has requested the Service to allow this (e.g. for the child to walk home).

Children Being Taken on Excursions – Acceptance & Refusal of Authorization

The following information provides an overview of authorizations required for children to be taken on excursions or regular outings from the Service as part of the education and care program provided. Educators and families are asked to refer to the Service’s **Excursion Policy** for detailed information on excursions.

The following authorizations will be accepted for children to leave the premises (regulation 102)

- The parent/guardian has completed and signed an **Excursion Permission** form prior to the day of the excursion, which includes emergency contact details particular to the day of the excursion for that child.
- If not the parent/guardian, an adult who is authorized to give approval for an educator to take the child out of the service has provided a completed and signed **Excursion Permission** form

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The following authorizations are not acceptable:

- ☒ Educators will not take any child outside the premises on an excursion if written authorization has not been provided. Verbal permission will not be accepted unless under authorized instruction from the School Principal.
- ☒ The Service will not accept authorization from a parent who is prohibited by a court order from having contact with the child.
- ☒ The Service cannot utilise the authorization for the child to be taken on a routine outing in place of excursion permission.
- ☒ Educators will not take children on excursions or routine outings if emergency contacts particular to the day of the event have not been provided, even if permission has been given and emergency contacts are the same as at enrolment.
- ☒ Authorizations will not be accepted if forms are incomplete, not dated, not signed, or where forms have been signed by someone other than the nominated authorized person as indicated on the child’s enrolment form.

This policy should be read in conjunction with:

- [General Service Information Policy](#)
- [Enrolment, Re-Enrolment & Orientation of Children](#)
- [Delivery & Collection of Children](#)
- [Partnerships with Families](#)
- [Establishing a Protective Care Environment](#)
- [Record Keeping & Confidentiality Policy](#)

Legislative References

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| <i>Education & Care Services National Regulations (2011) – Regulations 93, 94, 99, 102, 158, 158, 168 (2)(m), 170, 171, 172, 181</i> |
| <i>Victorian Occupational Health & Safety Act 2004 – Providing a Safe environment</i> |
| <i>Victorian Child Wellbeing & Safety Act 2005 – Part 2: Principles for Children</i> |

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