

PEDARE OUT OF SCHOOL HOURS CARE (OSHC) ACCEPTANCE AND REFUSAL OF AUTHORISATION POLICY

OBJECTIVES

Our service aims to provide clear and transparent policies and procedures for authorisations. This helps staff and parents understand exactly what they need to do. This policy outlines authorisation requirements and actions to be taken where an authorisation submitted by parents or guardians is incomplete and therefore could lead to refusal to enact the authorisation.

NQS

QA2	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
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INTRODUCTION

Education and Care Services National Regulations require parent or guardian authorisation to be provided in matters relating to administration of medication, medical treatment of the child including transportation by an ambulance service, collection of children from the service and excursions (including regular outings).

DEFINITIONS

Authorisation: The signed approval by a child's parent or guardian nominated in the enrolment process (or nominated at a later date if appropriate).

Authorised person: A person listed on the child's enrolment form as an authorised person to collect the child from the service and be released into their care. The names and contact numbers of all people authorised to collect children from the service must be included on the enrolment form.

Parent/caregiver: A child's father or mother, or legal guardian.

Unauthorised person: A person whom is not listed on the child's enrolment form and is unable to collect the child from the service, unless details are provided in advance.

Verbal authorisation: A verbal form of communication, between the parent/caregiver or authorised person and an educator, stating verbal consent for an unauthorised person to collect a child.

Written authorisation: A written form of communication, between the parent/caregiver or authorised person and an educator, stating written consent for an unauthorised person to collect a child.

Authorisation for collection of children: Only parents/caregivers or other nominated adults listed on the enrolment form (or with prior written or verbal consent) will be allowed to sign out a child, and leave the premises with the child.

Nominated supervisor: refers to the OSHC Director as the first contact, and the Head of Junior School as the second contact.

Approved provided: refers to Pedare Christian College

PROCEDURES

To ensure children's health and safety, and comply with the requirements of the National Law and Regulations and our policies and procedures, we will only allow the following activities to occur in respect of individual children if they are properly authorised in writing and dated:

- Administration of medication
- Administration of medical treatment, general first aid products and ambulance transportation (required authorisation in enrolment records)
- Excursions including regular outings
- Taking of children's photographs for educational reflection practices
- Posting of children's photographs through the KidsXap Child Care Management system for communications regarding child engagement
- Collection of children by people other than parents, including:
 - Child leaves in accordance with written authorisation of a parent or authorised nominee with photographic identification
 - Child is given into care of a person or taken outside the premises for urgent medical treatment or because of another emergency
- Disclosure of a child's personal information where this is not legally required or families would not expect the disclosure

Educators will support parents and provide appropriate documentation forms to assist with recording written authorisations records. **Written authorisations will contain all information required under the National Regulations and service policies.**

Authorisation requirements:

Authorisation documents are required for the following situations and must have details recorded as specified:

Authorisation for collection of children (included and authorised initially as part of the child's enrolment record or as amended at a later date):

- The names and contact numbers of all people authorised to collect children from the service must be included on the enrolment form. Any changes to these must be advised in writing to the service by the parent/caregiver as soon as possible.
- Whenever a person not known to educators is authorised verbally or in writing to collect the child, they must be adequately identified by educators before the child is released. Parents/caregivers must follow the following procedure:
If the parent/caregiver or authorised person arranges for an unauthorised person to collect their child from the service, they must contact the service to advise of this arrangement and confirm who will collect the child. The parent/caregiver must provide the following details of the unauthorised person:
 - The unauthorised person's full name
 - The unauthorised person's address
 - The unauthorised person's date of birth.

Authorised by: Head of Junior School

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Upon arrival at the service, the unauthorised person **must** provide photographic identification (ie; Driver's license) to prove their identity and confirm the mentioned details.

- If an unauthorised person, with verbal or written authorisation from a parent/caregiver, arrives to collect a child and is unable to provide photographic identification and confirm the above mentioned details, educators will not allow the unauthorised person to remove the child from the service site.
- If the service has not been notified and someone other than the parent/caregiver or authorised person arrives to collect the child, the Director will contact the parent/caregiver to confirm their authorisation. Wherever possible, prior notification in writing should be provided by the parent. The child will not be released until the parent/caregiver's authorisation has been obtained. If that authorised person is not known to the service, the parent/caregiver will be asked to provide a description of the person concerned, who will also be required to provide proof of their identity.

Administration of medication (including self-medication if applicable)

Parents/caregivers must provide Pedare Christian College OSHC with the authorised medication. The medication must be in the original packaging, including the box, and must have a pharmacist label stating the child's full name, dosage required, and expiry date of the medication. This is irrespective of medication provided to the Pedare Christian College school nurse.

Medication agreement forms must be provided to the Pedare Christian College school nurse OR Pedare Christian College OSHC with the following details:

- The name of the child.
- The authorisation to administer medication (including if applicable, self-administration), signed by a parent or person named in the child's enrolment record as authorised to consent to administration of medication.
- The name of the medication to be administered.
- The time and date the medications is to be administered.
- The dosage of the medication to be administered.
- The period of authorisation from and to.
- The date the authorisation is signed.

Medical treatment of the child including transportation by an ambulance service (included and authorised initially as part of the child's enrolment record):

- The name of the child.
- Authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service.
- Authorisation for the transportation of the child by an ambulance service.
- The name, address and telephone number of the child's registered medical practitioner or medical service and if available the child's Medicare number.
- The name of the parent or guardian providing authorisation.
- The relationship to the child.
- The signature of the person providing authorisation and date.

Emergency medical treatment (included and authorised initially as part of the child's enrolment record or as updates during enrolment):

- The service is able to seek emergency medical assistance for a child as required without seeking further authorisation from a parent or guardian in the case of an emergency (i.e. medical practitioner, ambulance or hospital) including for those emergencies relating to asthma and

anaphylaxis

Excursions

For all excursions, parents/caregivers will be provided with appropriate documentation with the following details:

- The name of the child
- The date of the excursion (unless the authorisation is for a regular outing, please specify details)
- A description of the proposed destination for the excursion
- The method of transport to be used
- The proposed activities to be undertaken by the child during the excursion
- The period the child will be away from the premises
- The anticipated number of children likely to be attending the excursion
- The anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion
- The anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion
- That a risk assessment has been prepared and is available at the service
- The name of the parent or guardian providing authorisation
- The relationship to the child
- The signature of the person providing authorisation
- The date the authorisation is signed

Pedare Christian College OSHC will accept verbal authorisations in the following situations:

There is a medical emergency (authorisations are not required for asthma and anaphylactic emergencies)

- Parents or authorised nominees are unable to collect a child before the service closes and authorise an alternate person to collect the child

Verification of Authorisation

All authorisation forms received (other than the initial enrolment form) from parents or guardians are to be checked for completion and are to be verified that the authoriser (name and signature) is the nominated parent or guardian on the enrolment form. If incomplete or inappropriately signed, the authorisation form should be returned to the parent or guardian for correction. No action with regard to the specific activity requiring authorisation should occur unless the authorisation form has been completed correctly and appropriately signed.

Refusing Authorisations

Staff will refuse an authorisation if it unreasonably risks the child's safety, is not in line with our policies and procedures or is fraudulent. For example staff will refuse an authorisation in the following situations:

- the authorisation is not (or does not appear to be) made by an authorised person
- the authorisation does not comply with aspects of our policies and procedures eg medication is not in the original container, does not have the child's name on it, has expired, has an illegible label or the authorised dosage does not match the doctor's instructions
- an authorised nominee, or person authorised by a parent or authorised nominee, does not appear to be capable of safely collecting the child.

Storage of Authorisation Forms

All authorisation forms will be filed with the child's enrolment details.

For transparency and accuracy, if staff refuse an authorisation they will record the following information in the child's file:

- The details of the authorisation
- Why the authorisation was refused
- Actions taken eg parent asked to supply medication in original container

RELATED DOCUMENTS

Education and Care Services National Law and Regulations

National Quality Standard

Legislation and Legal Services

DECD - Child and Student Wellbeing

The Australian Children's Education and Care Quality Authority (ACECQA)

Education Standards Board

Department for Education and Child Development

National Regulations

Regs	92	Medication record
	93	Administration of medication
	99	Children leaving the education and care service
	102	Authorisation for excursions
	160	Child enrolment records to be kept by approved provider
	161	Authorisations to be kept in enrolment record
	168	Education and care services must have policies and procedures

Related Policies

Administration of Medication Policy

Enrolment Policy

Excursion Policy

Photography Policy

Privacy and Confidentiality Policy

Social Media Policy