

**ACCEPTANCE AND REFUSAL AUTHORISATION POLICY****(M)****Mandatory – Quality Area 2****CSReg Part 7****Purpose**

The purpose of this policy is to ensure we have correct protocols in line of Services obtaining, accepting, and refusing written authorisations from families or authorised nominees of all children, to assist the provision of a safe and informed education and care service.

Scope

This policy applies to Committee of Management, Approved Provider/CEO, Nominated Supervisor, Day-to-day Supervisor, Childcare Educators and Volunteers and those responsible for the care of the children, parent and guardians.

Implementation

Our Service will ensure we comply with the current Children's Services Regulations and Act, which require parent or guardian Authorisation to be provided in matters, which include:

- Administration of medication to children.
- Administration of medical treatment, dental treatment, general first aid products and ambulance transportation.
- Taking of photographs
- Children leaving the premises in the care of someone other than a parent.

2. Definitions

Mandatory Reporting the proprietor of, or a person with a post-secondary qualification in the care, education or minding of children who is employed or engaged by, a children's service to which the Children's Services Act 1996 applies to.

'No Jab, No Play': Is the name of legislation that requires all children to be fully vaccinated Australian Immunisation register (AIR) unless they have a medical exemption to be enrolled in childcare or kindergarten in Victoria.

Duty of care: A common law concept that refers to the responsibilities of organisation to provide people with an adequate level of protection against harm and all reasonably foreseeable risk of injury.

Medication record: Contains details for each child to whom medication is to be administered by the service. This includes a parent/guardian or authorised nominee section containing the child's name, signed Authorisation to administer medication and a record of the name of the medication administered, the time and date the medication was last administered, the time, date, dosage and manner in which medication is to be next administered.

An educator section will then document the dosage, time and date that the medication was administered, the manner in which the medication was administered and the name and signature of the person administering the medication and of the person checking the medication.

3. Policy and Procedures

Parents are requested to inform the Centre of any potential court or custody battles or family concerns as soon as they arise so that we can support the child. Parents are requested to issue the Centre with a copy of these documents should they be in place. If any breaches of custodial orders, director will notify police immediately. All case workers and/ or government departments will be notified, to be reported.



Photographs

All parents are to sign on Enrolment form if they authorise Outlets Educators or service to take photos. **Please refer for Enrolment form and Parent Handbook for further information.**

Immunisation

Under the No Jab No Play law, we have a duty of care and obligation to ask parents/carers to provide child/rens Immunisation History Statement from the Australian Immunisation Register. (My Gov Website) Refer to **Immunisation Policy.**

Medical Authorisation

- Administer medication only with the written Authorisation of a parent/guardian or authorised person, except in the case of an emergency, including an asthma or anaphylaxis emergency.
- Medication Forms all to be up to date.
- All medical forms relating child is signed and dated by educator and parents.
- Educators to ensure appropriate signage of child's action plan on wall.

Anti-social Behaviour

If Antisocial Behaviour is being demonstrated upon pick up/drop off by parents or guardian. Centre Director and staff will make the appropriate decision/s to contact Emergency Authorized Persons stated on Childcare enrolment form. If Behaviour is deemed high risk of concern, centre director will contact police 000 and follow emergency procedures. Please refer to our **Zero Tolerance Policy.**

If child/ren are under DHHS care and or managed by 3rd party support services, staff have a legal obligation to mandatory report any concerns via observations of Parents/ guardian or workers behaviour upon pick up or drop off.

Refusing Authorisations

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 e.g. medication is not in the original container, does not have the child's details etc.
- an authorised nominee, or person authorised by a parent or authorised nominee, does not appear to be capable of safely collecting the child.

4. Background and Relevant Legislation

- *Children, Youth and Families Act 2005*
- *Crimes Act 1958*
- Department of Justice and Regulation
- Duty of Care
- *Public Health and Wellbeing Act 2008*
- Children's Services Act (VIC) 1996
- Children's Services Regulations (VIC) 32/2020
- Children, Youth and Families Act 2005

ATTACHMENTS (NIL)

AUTHORISATION

This policy was adopted by the Approved Provider of Outlets Co-operative Neighbourhood House on 20/05/2020

REVIEW DATE: 23 / 05 /2023