

## **ACCEPTANCE and REFUSAL of AUTHORISATION**

### **Quality Area 7:**

#### Leadership and Service Management

Ocean Shores Preschool requires authorisation for actions such as administering medication, collection of children, excursions, and providing access to personal records. An incorrect authorisation may result in a refusal!

This authorisation is described in Education and Care Services National Regulations, 2011.

#### **The Nominated Supervisor will:**

- 1) Ensure documentation relating to the authorisation contains:
  - a) The name of the child enrolled in the service
  - b) Date;
  - c) Signature of the child's parent/carer, or nominated person who is on the enrolment form;
  - d) Uses the original form used by the centre where possible.
- 2) Apply these authorisations to the collection of children, administration of medication excursions and access to records.
- 3) Keep these authorisations in the enrolment form, medication register and excursion notes.
- 4) The staff at the centre can exercise the right of refusal if written or verbal authorisations do not comply. Verbal authorisation also includes a phone call with the parent/carer telling the child as well as staff. A verbal authorisation is enacted upon when from parents or those people who are nominated as contacts on the enrolment form, and where all parties involved have been informed of the new arrangements.
- 5) Compliance can be waived in circumstances where a child requires emergency medical services for the treatment of conditions such as anaphylaxis or asthma. The centre can administer medication in these cases, provided the centre contacts the parent/carer as soon as practicable after the medication has been administered.

**EVALUATION:** Correct authorisation is obtained, referred to and applied where appropriate ensuring a reduction in possible risks.

**REVIEWED 1ST AUGUST 2012**