

# ACCEPTANCE AND REFUSAL OF AUTHORISATIONS PROCEDURE

<b>Policy Hierarchy link</b>	Children (Education and Care Services National Law Application) Act 2010 Education and Care Services National Regulations 2011:168		
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<b>Superseded Documents</b>			
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<b>Associated Documents</b>			
<b>Version</b>	<b>Authorised by</b>	<b>Approval Date</b>	<b>Effective Date</b>
2.1	Early Years Management	August 2015	September 2015

## 1. Purpose and Scope

As described in the *Education and Care Services National Regulations, 2011*, authorisation is required for actions such as administration of medications, collection of children, excursions and providing access to personal records. This procedure outlines what constitutes a correct authorisation and what does not. This will clarify why, on occasion, a centre may refuse an authorisation.

This procedure applies to all families, staff and educators at each Early Years Centre.

## 2. Definitions

## 3. Procedure

The Nominated Supervisor will:

1. Ensure documentation relating to authorisations is on the original paperwork provided by the centre and contains the:
  - a. name of the child enrolled in the service;
  - b. date;
  - c. signature of the child's parent/guardian, or nominated contact person who is on the enrolment form;
2. Apply these authorisations to the collection of children, administration of medication, permission for excursions and access to records.
3. Keep these authorisations in the individual child's enrolment file.
4. Exercise the right of refusal of any written or verbal authorisations should these not comply with regulations, centre practice or be considered not to be in the best interest of the child.
5. Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma (diagnosed or otherwise). The service will administer medication without authorisation in an emergency and will contact the parent/guardian as soon as practicable after the medication has been administered.

## 4. Review & History

## 5. Acknowledgements

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National Regulations 2011

National Quality Standards 7.3

## Appendix A: History

The authorisation and amendment history for this document must be listed in the following table. Refer to information about [Version Control](#) on the Policy website.

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Vice President, University Services	11 November 2013	11 November 2013	
2.0	Early Years Management	20 November 2014	20 December 2014	
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