

**Policy Statement:**

To ensure BCCC staff obtain correct authorisation where required by the *Education and Care Services National Regulations 2011* and to ensure staff are aware of the need to refuse authorisations that do not comply.

**Summary of Mandatory Authorisations**

Under the *Education and Care Services National Regulations 2011*, there are circumstances where a service provider must obtain authorisation from parents, guardians or authorised persons. Some examples of these circumstances are:

- a. the administration of medications (see [Medical Conditions Policy](#))
  - i. A written authorisation by the parent or authorised person contained in the child's enrolment form.
  - ii. In emergencies, verbal authorisation from the parent or authorised person listed in the child's enrolment form will be accepted.
  - iii. In emergencies, where the above person cannot be contacted, a registered medical practitioner may verbally authorise.
  - iv. In emergency cases involving anaphylaxis and asthma, no authorisation is required.
- b. medical treatment of the child (see [Medical Treatment Policy](#))
  - i. written authorisation by the parent must be provided.
  - ii. In an emergency, no authorisation is required if an emergency situation. Similarly, no authorisation is required for a child to leave the premises to obtain that treatment.
- c. the collection of children (see [Delivery & Collection of Children Policy](#))
  - i. written authorisation must be provided by parent or authorised nominee if the child is to be collected by another
  - ii. non-written authorisation (telephone/email) may be accepted provided the respondent can satisfy BCCC staff that they are the child's parent or authorised nominee
- d. permission to participate in excursions (see [Excursions Policy](#))
  - i. written permission must be provided by either the parent or the person named in the child's enrolment form
  - ii. no verbal permission can be given
- e. permission to be photographed (see BDHC [Privacy & Confidentiality Policy](#))
  - i. parental permission is contained in the child's enrolment form specifying whether child is permitted to be photographed for (i) internal publication purposes and (ii) external publication purposes.
  - ii. No verbal authorisation can be provided.
- f. the provision of access to personal records (see BDHC [Privacy & Confidentiality Policy](#))
  - i. Content of a child's records can be communicated to the parents of the child.
  - ii. Content of a child's records can be shared with a support agency if written parental authorisation is received.

**Policy 6.03 Acceptance and Refusal of Authorisations**

Failure to obtain the correct authorisation can affect the health and safety of children and can result in penalties to the service for failing to comply with regulations.

**Application:** All persons accessing BCCC

All correct authorisations as required in the *Education and Care Services National Regulations, 2011* will be obtained. In situations where written authorisation cannot be obtained, verbal consent may be accepted in certain situations if correct process is followed (see above). Staff must record and retain the details of this authorisation. If the correct authorisation is not obtained in advance – or verbal authorisation cannot be accepted - educators will refuse the requested action.

**Our responsibilities:**

BCCC staff will:

- Ensure documentation relating to authorisations contains:
  - the name of the child enrolled in the service;
  - the date;
- For written authorisations, obtain the signature of the child’s parent/guardian, or authorised contact person who is listed on the enrolment form;
- For verbal authorisations,
  - confirm the identity of the person providing the authorisation sufficient to satisfy educators that the person is a parent or a person authorised to provide authorisation for the requested action (in non-emergency situations, educators will ask for at least 3 identifiers to verify respondents identity), and is listed on the child’s enrolment record for that purpose
  - explain the nature of the authorisation being sought
  - record the name of the person, how the identity was confirmed, the time and date of the verbal authorisation.
- Apply these authorisations as described above
- Retain these records in the child’s record or other secure location.
- Exercise the right of refusal if written or verbal authorisations do not comply.
- Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The service can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered.

**Family responsibilities:**

Families have a responsibility to ensure that:

- Their child’s record contains current information regarding authorised persons.
- The service is notified as soon as practicable if there is a change to these authorised persons
- Correct authorisation or refusal is provided to the service when requested.

**References**

The Geelong Children's Centre Policy Manual (2012)

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

Education and Care Services National Regulations (2011) 168(2)(m)

**Links to frameworks/accreditation**

Education and Care Services National Regulations (2011) 168(2)(m)

**Interaction with other BDH&C policies**

Dealing with Medical Conditions policy

Medical treatment policy

Collection of Children policy

Excursions policy

Photography policy

Access to Children's Records policy