

Acceptance and Refusal Authorisations

QA2 Health & Safety

Policy Statement

The Service acts in accordance with the requirements of the Education and Care Services National Law (WA) Act 2012 and Education and Care Services National Regulations 2012 in regard to obtaining appropriate authorisations.

Each child's enrolment record includes authorisation for regular outings from the Service, for the Service to seek medical treatment from a registered medical practitioner, hospital, or ambulance service and for transportation of the child by an ambulance service. The Service does not accept enrolments where consent to seek medical treatment or ambulance transport is not provided.

Authorisation is also collected regarding administration of medication, the collection of children from the Service and children's attendance of excursions from the Service. Authorisation may be sought regarding release of information. In circumstances outlined in this policy the Service may refuse to enact an authorisation.

Rationale

By obtaining authorisations for the matters listed, our service demonstrates respect for the role of parents/guardians as the first and most influential educators of their child, and educators are supported to implement processes that meet the health, safety, wellbeing needs of children.

Procedures

Upon enrolment to the Service

An enrolment record, including authorisation for medical treatment for the child from a registered medical practitioner, hospital or ambulance service and transportation of the child by an ambulance service, must be completed for each child prior to the child commencing at the Service.

A child may not commence care if authority to seek emergency medical care is not provided.

The enrolment form must also include details of authorised nominees, persons authorised to consent to medical treatment of, or administration of medication to the child and persons authorised to authorise an educator to take the child outside of the education and care premises.

Authorisation, is obtained from a person identified in the enrolment record as authorised for these purposes:

- Collection of children from the Service by a person other than someone authorised to collect.
- Administration of medication to a child.
- Each child's participation on each excursion from the Service.

(See relevant policies for each matter)

Authorisations are kept in each child's enrolment file.

Changes to these authorisations must be advised in writing, by the enrolling party, to the Service as soon as possible.

Refusals

The Nominated Supervisor will exercise the right to refuse authorisation if a written authorisation does not comply with regulatory requirements or CEWA policies and procedures.

Other refusals of authorisation may occur if (but are not limited to):

- Parents requesting invasive medical treatments to be conducted by educators.
- Parents authorising an unsuitable person to collect a child (See *Delivery and Collecting Policy*).
- Parents authorising a person younger than 16 years of age to collect a child from care.
- Parents do not agree with provisions outlined in the Service policies.

Non-standard requests are to be directed to the Nominated Supervisor where the matter will be discussed with parents/guardians before a decision is reached. If the Nominated Supervisor deems that the request cannot be met, alternative options will be explored.

Service Actions Relating to Refusal

On receipt of a written authorisation from a parent/guardian that does not meet the requirements outlined in the related service policy, the Approved Provider or delegated authority;

- immediately explains to the parent/guardian that their written authorisation does not meet legislative and policy guidelines,
- provides the parent/guardian with a copy of the relevant service policy and ensure that they understand the reasons for the refusal of the authorization,
- requests that an appropriate alternative written authorisation is provided by the parent/guardian,
- in instances, where the parent/guardian cannot be immediately contacted to provide an alternative written authorisation, follows related policy procedures pertaining to the authorisation type,
- follows up with the parent/guardian, where required, to ensure that an appropriate written authorisation is obtained.

References

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Early Childhood Australia [ECA]. (2019). *Code of Ethics*. Retrieved from <http://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/>

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