

# Family Day Care

## Acceptance and Refusal of Authorisations Policy

**Section:** 6 Collaborative Relationships with Families and Communities

**Policy ID Number:** 6.2

**Link to National Quality Standard:** 6.2.2, 7.1.2,

**Link to Education and Care Services National Legislation:** r93, r94, r99, r102, r161, r168, As170

### 1 Policy Statement

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Family Day Care will obtain authorisation from parents/guardians and/or authorised nominees to administer medication, allow a child to leave the premises with someone other than their parent and to transport a child or take them on a routine outing or excursion.

There may be circumstances where an authorisation is refused.

### 2 Rationale

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Family Day Care is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is embedded in the everyday thinking and practice of all staff, Educators, Educator household members, work experience/work placement students and volunteers irrespective of their involvement in child related duties.

To ensure parents and/or authorised nominees are aware of all medication provided to children.

To ensure parents and/or authorised nominees are aware of where their children are and who is collecting children from care.

To ensure children are only provided medication that is intended for them.

To keep children safe when arriving to and leaving the Educator's home.

### 3 Procedures

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#### 3.1 Authorisations

- When enrolling their child, the parent/guardian will be required to:
  - authorise the Coordination Unit or Educator to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service; and
  - authorise transportation of the child by an ambulance service; and
  - nominate in writing all persons that are authorised to:
    - Be contacted in the case of an emergency with the child; and/or
    - Collect the child from care; and/or
    - Consent to:
      - medical treatment of the child; and/or
      - administration of medication to the child; and/or
      - an educator transporting the child or take them on a routine outing or excursion.
- Annually the Coordination Unit will ask all families to review all authorisations as part of updating enrolment information. Families can add or remove an authorisation, in writing, as part of this process.
- Parents/Guardians can add to or remove these authorisations at any time by contacting the Coordination with changes. Authorisations or removal of them must be provided in writing.
- The Coordination Unit will ensure the Educator has access to all authorisations and will notify the Educator of any changes.

- If a family notify the Educator of changes to authorisations, the Educator will collect this in writing and forward this to the Coordination Unit or direct the family to contact the Coordination Unit.
- Where a child requires emergency medical attention for a condition such as, but not limited to, anaphylaxis or asthma, authorisation will not be required. The Educator or Coordination Unit staff will administer medication and document this on incident and medication forms and notify the parent/guardian as soon as possible.

### 3.2 Refusal of Authorisations

- An Educator will refuse an authorisation:
  - where it is in breach of a court issued document provided to the service; and/or
  - to collect a child if the person who has come to collect the child does not match with documentation provided by the parent/guardian; and/or
  - if someone who has not been listed as authorised to authorise administration of medication to a child, asks the Educator to administer medication to a child; and/or
  - if the Educator is asked to administer medication to a child that is not in accordance with the requirements of the regulations and the services policies and procedures.

## 4 References

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- [Education and Care Services National Law Act](#)
- [Education and Care Services National Regulations](#)
- [National Quality Standards](#)
- [ACECQA](#)

## 5 Definitions

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Term	Definition
<b>Authorised Nominee</b>	In relation to a child, means a person who has been given permission by a parent or family member of the child to collect the child from the education and care service or the family day care educator.

### Revision History

Date	Revision No.	Revision Section	Revision Description
December 2016	1.0	All	Initial Policy Release (creation date)
June 2021	2.0	All	Updated from old Policy to new format and current information.
June 2024	Next Review Date		

**This policy and procedure supersedes the one in the Family Day Care Policy Manual dated 2016.**