



Authorisations Policy

BACKGROUND

Holy Family Catholic School Early Learning service must obtain authorisation from parents/guardians and authorised nominees in some circumstances for situations such as:

- administering medication to children,
- children leaving the premises in the care of someone other than their parent/guardian, and
- children being taken on excursions.

Services and Nominated Supervisors should refer to Regulation 120 and, in particular, refer to ACECQA for advice on policies and procedures for obtaining authorisations.

POLICY STATEMENT

Holy Family Catholic School Early Learning service has clear processes to ensure that all requirements relating to authorisations are met as determined by the law. These policies specifically outline for educators and families what steps they must take to ensure children are safe when being educated and cared for.

HOW THE POLICY WILL BE IMPLEMENTED

1. Administration of medication

Education and care services can only administer medication aurally (ear drops), orally (via the mouth), inhaled (through the mouth or nose) or topically (on the skin). Education and care staff cannot administer any medication that is injected or administered rectally. Where your child has alternative or complex medication requirement, they be eligible to be supported by the Access Assistant Program or the RN Delegation of Care Program.

Medication cannot be administered in an education or care service without written advice from a parent on a Medication Agreement. The Medication Agreement must be authorised by a registered health professional if the medicine is insulin, oxygen, a controlled drug or pain relief that needs to be taken regularly or for more than 72 continuous hours.

2. Children leaving the premises

All children will be collected and signed out by a parent or approved person older than 18 years old. The authorised person is required to give proof of identification to educators if they are not known to the educators. Children may not go home unaccompanied unless there is signed written permission from parent/guardian that identifies and qualifies such expectations. The Approved Provider/educators will reserve the right to negotiate such requests where there is concern about a child's safety.

Children leaving the premises for medical reasons: A child may leave the premises for a medical reason if they are given into the care of an authorised person or taken outside the premises because the child requires medical, hospital or ambulance care or treatment, or because of another emergency (Regulation 99).

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3. Children being taken on excursion

No child will be taken outside the service premises on an excursion without the parent's/guardian's written authorisation (consent) on a form that includes the following:

- Child's name
- Reason for leaving the premise
- Date
- Description of the proposed destination
- Method of transport
- Proposed activities to be undertaken
- Period that the child will be away from the premise
- Anticipated number of children sharing the excursion
- Anticipated number of educators on the excursion
- Anticipated number of other educators and any other adults on the excursion
- An assurance that risk assessment has been completed.

REFERENCES:

- Quality Area 2 – Children's health and safety
- Quality Area 6 – Collaborative partnerships with families and communities
- Quality Area 7 – Leadership and Service Management
- Education and Care Services National Regulations (2011) R 168, R 158, R 99
- Education and Care Services National Law Act (2010)

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