

# ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY

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## Contents

1	<a href="#">NQS</a>	2
2	<a href="#">National Regulations</a>	2
3	<a href="#">Aim</a>	2
4	<a href="#">Related Policies</a>	2
5	<a href="#">Implementation</a>	2
6	<a href="#">Source</a>	3
7	<a href="#">Review</a>	3
8	<a href="#">Version Control Table</a>	3

## 1 NQS

QA 2	2.1.1	Each child's health needs are supported.
QA 2	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.
QA7	7.3.5	Adults working with children and those engaged in management of the service or residing on the premises are fit and proper

## 2 National Regulations

3	Reqs	92	Medication record
		93	Administration of medication
	<b>Aim</b>	99	Children leaving the education and care service
	Our service aims to provide clear and transparent policies and procedures for authorisations. This helps staff and parents understand exactly what has been approved	101	Authorisation and excursion
	Authorisations must be collected in line with the Regulations and policies for each child.	161	Authorisations to be kept in enrolment record

## 4 Related Policies

The Kids' Uni Policies and Procedures apply to Kids' Uni North, Kids' Uni South, Kids Uni CBD, Kids Uni iC – Preschool, Kids Uni iC – OOSH.

Administration of Authorised Medication Policy (CHI-ADM-POL-004)

Enrolment and Booking Policy (CHI-ADM-POL-022)

Excursion Policy (CHI-ADM-POL-024)

Digital Technology & Social Media Policy (CHI-ADM-POL-057)

Physical Environment Policy (CHI-ADM-POL-046)

## 5 Implementation

- 3.1 Where activities require authorisation, either to comply with national regulations, or to comply with our service policies, our service requires that the authorisation is provided in writing and is dated. These activities include:
- i. Administration of medication.
  - ii. Administration of medical treatment, dental treatment, general first aid products and ambulance transportation.
  - iii. Excursions including regular outings.
  - iv. Incursions.
  - v. Publicity – internal and external
  - vii. Enrolment of children including naming of authorised nominees and persons authorised to consent to medical treatment or trips outside the service premises.
  - viii. Collection of children from the service
- 3.2 The format of written authorisations required under the national law must comply with the regulations. Please see specific policies for more information.

- 3.3 Authorisation for excursions can only be sought after a risk assessment has been developed for the proposed excursion.
- 3.4. We may exercise the right to refuse enrolment if authorisations fail to comply with regulations. In this instance the Children’s Services Manager will make a final determination.
- 3.5 Our service does not accept verbal authorisations in any circumstances except in situations requiring:
- i. Emergency administration of medication, including emergencies involving anaphylaxis or asthma.

## 6 Source

Education and Care Services National Regulations 2011  
National Quality Standard

## 7 Review

This policy will be reviewed every 2 years and the review will include Management, Employees, Families and Interested Parties

## 8 Version Control Table

Version Control	Date Released	Next Review	Approved By	Amendment
1	June 2012	June 2013	Michele Fowler Manager – Kids Uni	
2	March 2013	June 2013	Michele Fowler Manager – Kids Uni	Paragraph inserted re application of policies across all centres. Migrated into new QA format.
3	June 2013	June 2014	Michele Fowler Manager – Kids Uni	Policy reviewed with no changes required.
4	June 2014	June 2016	Michele Fowler Manager – Kids Uni	Policy reviewed, no changes required. Review period changed to 2 years.
5	July 2017	July 2019	Kellie Grose – Children’s Services Manager	Updated NQS references Included Collection of Children in the scope of this policy for authorisations. Included need for excursion risk assessment. Included UoW Pulse’s right to refuse enrolment if authorisations fail to comply.
5	July 2019	July 2021	Kellie Grose – Children’s Services Manager	Policy reviewed with no changes required.