

ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY

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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

Regs	92	Medication record
	93	Administration of medication
	99	Children leaving the education and care service
	102	Authorisation for excursions
	160	Child enrolment records to be kept by approved provider
	161	Authorisations to be kept in enrolment record
	168	Education and care services must have policies and procedures

3 Aim

Our service aims to provide clear and transparent policies and procedures for authorisations. This helps staff and parents understand exactly what they need to do. Authorisations must be collected in line with the Regulations and our policies for each child.

4 Related Policies

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

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)

Drop off and collection of children Policy (CHI-ADM-POL-015)

5 Implementation

- 5.1 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 (use of name and / or image) – 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
- ix. Any instance where there is a requirement for the service to provide regular transportation of a child.

- 5.2 The format of written authorisations required under the national law must comply with the regulations. Please see specific policies for more information.
- 5.3 Authorisation for excursions can only be sought after a risk assessment has been developed for the proposed excursion.
- 5.4. 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.
- 5.5 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.
 - ii. Emergency collection of children. In this instance, we will:
 - first ask for this authorisation in writing, via email.
 - If this is not possible then we will hang up from the phone call and return the call using the contact details on record for this child so that we can verify that we are talking to a person who is authorised to make this request.
 - The Nominated Supervisor or Children's Services Manager should be notified about this arrangement prior to the collection of the child.
 - the *Emergency Release of a Child form* must be completed in this instance.

6 Source

Education and Care Services National Regulations 2011
National Quality Standard

7 Review

This policy will be reviewed every 3 years.

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.
6	July 2019	July 2021	Kellie Grose – Children's Services Manager	Policy reviewed with no changes required.
7	November 2019	July 2021	Nicole Bray – Director Kids Uni iC	Updated to reflect name changes to Kids Uni – iC and removal of OOSH
8	April 2022	April 2025	Kellie Grose – Children's Services Manager	Added detail about verbal authorisations for emergency collection of children to align with Drop off and collection of children policy.