

Acceptance and Refusal of Authorisations

POOSH Care Inc.

POLICY STATEMENT

At POOSH we require parental/legal guardian authorisation for actions such as:

- Administering medication to children (regulation 93)
- Children leaving the premises of the service with a person who is not a parent of the child (regulation 99)
- Access to personal records (regulation 181)
- The child is leaving the service to attend an extra-curricular activity away from the service (e.g. dance or swimming lesson) that is run by a provider other than POOSH.

This policy outlines what constitutes a correct authorisation and what does not, which may therefore result in a refusal. Preferably, authorisation is required in written format; however in some circumstances staff discretion may be used.

CONSIDERATIONS

Education and Care Services National Regulations: r93, 94, 99, 102, 157, 158, 161.

National Quality Standard: standard 2.3 and 7.3.

Dealing with Medical Conditions and Medication Administration Policy

Dropping Off and Pickup Up Policy

PROCEDURE

The Nominated Supervisor, or the person in day-to-day charge of the service will:

- Ensure documentation relating to authorisation (permission) for families contains:
 - o The name of the child;
 - o The date;
 - o Signature of the child's parent/guardian or nominated person who is on the online enrolment form.
 - o Outlines that the parents are aware that the child is not under the care of the service when transporting to and from the activity.

Via email or written consent the parents must inform the service of :

- o The approximate time the child will return to POOSH if the child is leaving to attend an extra-curricular activity and the time they will return to the service

POOSH Care Inc. Policies and Procedures

(if applicable)

- o If the child's activity finishes after 6pm the parent/guardian must sign my child out at POOSH by 6pm, unless they have provided written permission from allowing their child to be signed out from POOSH by an educator.
 - o For authorising medications the original form is required to be completed by the parent or guardian and this is to be stored at the service.
 - o Apply these authorisations to the collection of children, administration of medication, extra- curricular activities and access to records.
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- Keep these authorisations in the child's enrolment record and via email correspondence.
 - Ensure the child will not be permitted to leave POOSH to attend an extra-curricular activity unless authorisation is obtained in writing.
 - Even if authorisation is given if the Nominated Supervisor or person in day-to-day charge of the service believes that it is in the best interest of the child to not attend their extra-curricular activity due to circumstances such as illness or distress then they will not be required to do so.
 - Children will walk independently to their designated extra-curricular activity except for kindy children in the first month of term 1. During this period of time an older child will be designated to walk the child to and from the Centre.
 - Obtain written authorisation, if a person other than the parents/guardian or other nominated person can collect the child.
 - In certain circumstances last minute emailed authorisations may be accepted at the discretion of the Nominated Supervisor or person in day-to-day charge of the service. This would be relevant in situations where there has been an emergency and no one from the child's authorised list is able to collect the child.
 - Exercise the right to refuse if written or verbal authorisations do not comply with the requirements outlined above and the requirements outlined in the Dealing with Medical Conditions and Medication Administration Policy.
 - Waive compliance for authorisation where a child requires emergency medical treatment for medical conditions such as Asthma or Anaphylaxis. The service can administer medication without authorisation in these cases, provided they contact the family and emergency services as soon as practicable after the medication has been administered (see Dealing with Medical Conditions and Medication Administration Policy).

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