



# THE CUBBYHOUSE

PRESCHOOL AND LONG DAY CARE

ABN: 64083942858

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## Acceptance and Refusal of Authorisation Policy

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### Introduction

The Cubbyhouse Preschool and Long Day Care requires parental/legal guardian authorisation for actions such as administration of medications, collection of children, excursions and providing access to personal records. This policy outlines what constitutes a correct authorisation and therefore what does not, which may result in a refusal.

### Goals – what are we going to do?

Educators at the Cubbyhouse Preschool and Long Day Care will liaise with families to obtain authorisation. The nominated supervisor will ensure that documentation is recorded and archived appropriately. We will ensure that we only act in accordance with correct authorisation as described in the Education and Care Services National Regulations 2011.

### Strategies – How will it be done?

Educators will:

- Ensure documentation relating to authorisation contains the requirements set out in the regulations
- Apply these authorisations to the collection of children, administration of medication, excursion and access to records.

All authorisations must have

- Date
- Signature of the child's parent/guardian, or nominated authorised person who is on the enrolment form.

For the collection of children

- (a) the child's name; and
- (b) the authorisation to collect the child, signed by the parent or person named in the enrolment form as authorised to collect the child from the premises;
- (c) the name of the person who will be authorised to collect

For the administration of medication

- a) the child's name;
- b) the authorisation to administer medication, signed by the parent or person named in the enrolment form as authorised to consent to administration of medication;
- c) the name of the medication to be administered
- d) the time and date the medication was last administered
- e) the time and date, or circumstances under which, the medication should be next administered
- f) the dosage of the medication to be administered
- g) the manner in which the medication is to be administered
- h) if the medication is administered to the child



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- i. The dosage that was administered
- ii. The manner in which the medication was administered
- iii. The time and date the medication was administered
- iv. The name and signature of the person who administered the medication
- v. The name and signature of the witness to the administration of medication

For excursions

- a) the child's name; and
- b) the reason the child is to be taken outside the premises; and
- c) the date the child is to be taken on the excursion (unless the authorisation is for a regular outing); and
- d) a description of the proposed destination for the excursion; and
- e) the method of transport to be used for the excursion; and
- f) the proposed activities to be undertaken by the child during the excursion; and
- g) the period the child will be away from the premises; and
- h) the anticipated number of children likely to be attending the excursion; and
- i) the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; and
- j) the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and
- k) that a risk assessment has been prepared and is available at the service.

If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period.

The Nominated Supervisor will:

- Keep these authorisations in the enrolment record
- Ensure all systems and documents are updated with new authorisations
- Exercise the right of refusal if written or verbal authorisations do not comply
- Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The service can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered and if an action plan is put in place signed by doctor.

## **Statutory Legislation and Considerations**

*Education and Care Services National Regulations*

Regulations 85-89, 90-96, 97, 99, 102, 181, 183-184.

*National Quality Standard*

QA7 - Leadership and service management

## **Sources:**

- Education and care services national regulation 2011
- National Quality Framework 2011



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## Links to Other Policies

Anaphylaxis Policy  
Communication with Families Policy  
Emergencies and Evacuations Policy  
Enrolment and Orientation Policy  
Excursions and Incursions Policy  
First Aid Policy  
Illness Policy  
Incidents, Injuries and Trauma Policy  
Medical Conditions Policy  
Record Keeping and Retention Policy

## Links to procedures – (Data, Cubbyhouse Originals, Cubbyhouse Manuals, Procedures)

Dangerous Products  
Emergencies and Evacuations  
Enrolment and Orientation  
Illness, First Aid and Hygiene  
Maintaining Records  
Medication  
Opening and Closing  
Reviewing Policies and Quality Areas Procedures  
Safety Checks and Supervision  
Social Media  
Staff Orientation  
Student and Volunteer Orientation

## Links to forms/ resources

Data, Cubbyhouse Originals, Forms

### ❖ Children's Forms

- Authorisation of collection of child/ren form
- Medication Authorisation
- Medical Condition risk Minimisation and Communication Plan

Data, Cubbyhouse Originals, Forms

### ❖ Family Forms

- Cubbyhouse Enrolment Form HW

Excursion Permission Notes - As developed

**Developed** Aug 2013

**Reviewed and Modified** October 2014, October 2015