

Children's Health & Safety

Acceptance and Refusal of Authorisations Policy

Our Vision.

To give every child **the best start in life**.

Our Mission.

To deliver high quality childcare and exciting learning opportunities for every child, giving them a head start as they prepare for school.

Our Values.

Care

We take care of the children entrusted to us and our dedicated staff. All are appreciated and diversity is valued.

Quality

We maintain the highest standards in care and safety and provide exceptional early years education.

Service

We provide exceptional service and are integral to supporting parents bringing up children.

Value

We provide outstanding value for our families.



Busy Bees Early Learning Australia is obligated by the Education and Care Services National Regulations to establish policies and procedures regarding the acceptance and rejection of authorisations. By obtaining written authorisation from parents or authorised representatives, the aim is to safeguard the health, safety, well-being, and best interests of all children. This authorisation process enables parents to be aware of any associated risks and make an informed decision about proceeding or not.

NATIONAL QUALITY STANDARDS (NQS)

QUALITY AREA 2 – Children's Health and Safety	
2.2 – Safety	2.2.3 – Incident and Emergency Management
QUALITY AREA 4 – Staffing Arrangements	
4.2 – Professionalism	4.2.2 – Professional Standards
QUALITY AREA 5 – Relationships with Children	
5.1 – Relationships between educators and children	5.1.2 – Dignity and Rights of the Child
QUALITY AREA 6 – Collaborative Partnerships with Families and Communities	
6.1 – Supportive Relationships with Families	6.1.2 – Parents Views are Respected
	6.1.3 – Families are Supported
QUALITY AREA 7 – Governance and Leadership	
7.2 – Leadership	7.2.1 – Continuous Improvement

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS

Part 6	Operating an Education and Care Service (Law – 51, 167, 173, 174, 175)
Part 3.1	Quality Improvement Plans (Reg - 55,56)
Part 4.2	Children's Health and Safety (Reg - 93, 94, 99)
Part 4.4	Staffing Arrangements (Reg - 120)
Part 4.7	Governance and Leadership (Reg - 158, 168, 170, 171, 172, 181)

RELATED POLICIES

Administration of Medication Policy	Medical Conditions Policy
Delivery and Collection of Children Policy	Record Keeping and Retention Policy
Excursion and Incursion Policy	

PURPOSE

This policy sets out the requirements for leadership and service management regarding ensuring authorisations are obtained and retained from Families' acceptance and refusal.

Busy Bees Early Learning Australia aim to ensure that all employees and Families of a Busy Bees Service are provided with clear information about the legal requirements to obtain authorisation from Families and authorised persons in some circumstances, including made aware of risks so they can make an informed decision.

Busy Bees employees and Families need to do for administration purposes, and when or why these authorisations might be refused.

SCOPE

Children, Busy Bees Employees, Management, Visitors and Families

POLICY

Busy Bees require written authorisation from Families for items where there may be a risk associated.

Families signing the enrolment form provide consent for these items, which includes declarations of:

- Any person authorised to consent to medical treatment or to authorise administration of medication to a child
- Authority to administer prescribed medication in accordance with any medical management plan such as anaphylaxis/asthma/diabetic management or risk minimisation
- Authorisation for Busy Bees to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service, and transportation of the child by an ambulance service
- Authorisation for any person nominated by the Family to collect the child from the Service
- Any person authorised to give approval for an educator to take the child out of the Service
- Authorisation for Busy Bees to take the child on regular outings
- Authority to access personal records
- Authority for Busy Bees to take and display photos, videos etc.
- Authority for Busy Bees to apply sunscreen

Busy Bees will ensure that any documentation provided to Families regarding authorisations required under the Education and Care Services National Law always includes the name of the child, date of affect, and the signature of the child's parent/guardian or authorised person in connection with those identified on the child's enrolment form for certain purposes.

All documentation of the acceptance or refusal will be kept available on the child's file in a secure place.

Families are responsible of ensuring authorisations are current and complete upon enrolment, and that any changes are provided to the Service in a timely manner. It is the responsibility of the Nominated Supervisor and Busy Bees employees to ensure these authorisations are adhered to.

In some circumstances, Busy Bees may require additional written authorisation from the parent/guardian or authorised person in relation to specific items or instances which are not or cannot be addressed during enrolment. In some circumstances, authorisations may be refused.

Additional authorisations will be sought by Busy Bees in relation to the administration of medication, children leaving the premises with someone other than their parent/guardian, and for children to be taken on excursions, including transportation.

These authorisations, and any other personal or health information, will only be disclosed to those authorised by the enrolling Family.

The following guidelines provide information on when and how authorisations may be accepted or refused. These items should be read in conjunction with their corresponding policies.

Administration of Medication

The information below provides an overview of authorisations required in dealing with the administration of medication. Busy Bees employees and Families are asked to refer to the Administration of Medication Policy and Medical Conditions Policy for detailed information on the administration of medication.

The following authorisations will be accepted for administering medication to children:

- The parent/guardian or authorised person completing and signing a Medication Authorisation Record or Authorisation to Self-Administer Medication Record on the day on which the medication is to be administered
- Prescribed medications or medications accompanied by a Medical Action Plan, a Medical Conditions Risk Minimisation and Communication Plan or an explanatory letter from the child's doctor will be administered by the Busy Bees employees for the specified period
- Despite Regulation 93, medication may be administered to a child without authorisation in the case of anaphylaxis or asthma emergency, in compliance with Regulation 94

The following authorisations are not acceptable:

- ❖ Busy Bees employees will not administer medication to children without written authority where the form is complete, signed and dated where permission has not been authorised, or if the medication is not clearly labelled with child's name, dosage, and method
- ❖ Busy Bees will not accept authorisation from a parent/guardian who is prohibited by a court order from having contact with the child
- ❖ Busy Bees employees will not administer non-prescribed medications without written medical authority
- ❖ Busy Bees will not provide education and care to children who require a care regime which uses medical procedures before Busy Bees employees are appropriately and professionally trained, feel confident and comfortable with that training and the process for administering any required medication, even if the Family asks them to do so and offers to train Busy Bees employees in using personal equipment
- ❖ Busy Bees will not provide education and care to child with special health needs without a Medical Action Plan and Medical Conditions Risk Minimisation and Communication Plan being completed on enrolment of the child
- ❖ Busy Bees will not accept a child for education and care without their prescribed medication.
- ❖ Authorisation will not be accepted if the "Medication Authorisation Record" is incomplete i.e. – not dated, not signed, or completed, dated, and signed by someone other than an approved authorised person on the child's enrolment form as being authorised to give permission for Busy Bees to administer medication

Children leaving the premises with someone other than their parent/guardian

The information below provides an overview of authorisations required for children leaving the Service with someone other than their parent/guardian. Busy Bees employees and Families are asked to refer to the Delivery and Collection of Children Policy for detailed information on the delivery and collection of children.

The following authorisations will be accepted for collecting children from a Busy Bees Service:

- The parent/guardian has completed and signed an Authority to Collect form for the day of which the person other than the child's parent/guardian is authorised to collect the child. This form nominates a person not previously on the child's enrolment form
- The signed and dated Adding an Authority to Collect form nominates a new authorised person to collect a child on an ongoing basis and nominates other authorities as per the form
- Any request from a Family to authorise a person to collect their child from a Service if that person is a sibling to the child attending the Service and is under the age of 18 years – current photograph or

photographic ID of person collecting must be on file BEFORE they are able to collect child.

Parent/guardian must countersign the attendance records of the child enrolled at the Service

- If someone other than the enrolling parent/guardian arrives to collect the child, and the Service has not been provided with an authorisation to collect form that day, the Nominated Supervisor or Responsible Person in Charge will confirm that the authorised person has been named previously on the enrolment form and contact the enrolling parent/guardian to obtain their authorisation via email. If the authorised person is not known to Busy Bees employees, the enrolling parent/guardian will be asked to provide a description or photograph of the person concerned, who will also be asked to provide proof of their identity
- In an emergency, a child may be given into the care of a person or taken outside the premises because the child requires medical, hospital or ambulance treatment or because of another emergency. Under these circumstances, authorisation on the child's enrolment form for a Busy Bees Early Learning Service to seek medical treatment for the child by a medical practitioner, hospital or ambulance service, and transportation of the child by an ambulance service will have been provided during enrolment

The following authorisations are not acceptable:

- ❖ Busy Bees employees will not allow children to leave the Service with persons not named on the child's enrolment form as having authority to collect the child from the Service, even if the parent/guardian has completed and signed the authorisation to collect form for this person to collect their child that day, unless the parent/guardian has completed an Adding an Authority to Collect form
- ❖ Busy Bees Services will not accept authorisation from a parent/guardian who is prohibited by a court order from having contact with the child
- ❖ Under no circumstances will Busy Bees permit a child to leave the premises unaccompanied by an authorised person, even if the parent/guardian had requested the Busy Bees Early Learning Service to allow this. (e.g., walk home alone)
- ❖ Authorisation will not be accepted if the Authority to Collect form is incomplete, not dated or signed, dated, and signed by someone other than an approved person authorised on the child's enrolment form as being authorised to collect the child on behalf of the Family

Children being taken on excursions:

The information below provides an overview of authorisations required for children to be taken on excursions or regular outings from a Busy Bees Service as part of the educational and care program provided. Busy Bees employees and Families are asked to refer to the Busy Bees Excursion and Incursion Policy for detailed information on excursions.

The following authorisations will be accepted for children to leave the premises:

- The parent/guardian has completed and signed an Excursion Authorisation Form prior to the day of the excursion which includes emergency contact details particular to the day of the excursion for that child
- If not the parent/guardian, an adult who is authorised to give approval for a Busy Bees employee to take the child out of the Service has provided a completed and signed Authorisation form
- The parent/guardian has given approval for a Busy Bees employee to take their child out of the Service for the purpose of evacuation drills or actual evacuation of the Service

The following authorisations are not acceptable:

- Busy Bees employees will not take any child outside the premises on an excursion if written authorisation has not been provided. Verbal permission will not be accepted
- Busy Bees will not accept authorisation from a parent/guardian who is prohibited by a court order from having contact with the child
- Busy Bees employees will not take a child on an excursion if an emergency contact particular to that day of the event have not been provided, even if permission has been given and emergency contacts are the same as enrolment
- Authorisation will not be accepted if forms are incomplete, not dated, not signed, or completed dated and signed by someone other than an approved person authorised on the child's enrolment form as being authorised to give permission to Busy Bees on behalf of the Family to remove the child from the Service

Busy Bees exercises the right of refusal if written or verbal authorisations do not comply with regulations and organisational policies.

SOURCES

[ACECQA](#)

[National Quality Standard](#)

[Education and Care services National Regulations](#)

[Education and Care Service National Law Act 2010](#)

[Early Childhood Australia](#)

[ACECQA – Policy and Procedure Guidelines](#)

[Early Childhood Australia Code of Ethics](#)

VERSION CONTROL

This policy will be reviewed every 2 years and/or in line with legislation and organisation requirements.

Version	Date	Owner	Responsibility	Change Description
1	01/10/2023	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	Replace all previous versions

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