



South Turrumurra Out of School Hours Care

Turrumurra Public School Kissing Point Rd
Turrumurra 2074 NSW (02) 9144 4769



Acceptance and Refusal of Authorisations

Policy

South Turrumurra OOSH requires authorisation from families to access information, administer medication, relinquish care to someone other than a parent or guardian and engage in certain activities. Listed Authorisation is required in writing from an authorised person on the child's enrolment form.

Legislative Requirements & Related Policies

Education and Care Service National Law 2010

Education and Care Service National Regulation 2011 (92, 93, 94, 99, 102, 168, 181)

National Quality Framework 2012

Privacy Act 1988

Delivery and Collection of Children Policy

Dealing with Medical Conditions Policy

Excursions Policy

Procedure

- The Education and Care Services National Regulations require services to ensure that an authorisation (permission) is obtained from families in certain situations. For example, the Regulations stipulate an authorisation must be obtained for:
 - Administering medication to children (Regulation 93)
 - Children leaving the premises of a service with a person who is not a parent of the child (Regulation 99)
 - Children being taken on excursions (Regulation 102)
 - Access to personal records (Regulation 181)
- Authorisation from families will also be required if:
 - A child is leaving the service to attend an extra-curricular activity away from the service, for example, attending dance, music lesson, specialty club, etc. that is run by a provider other than the OOSH service.



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- A child is leaving the service to attend a school event.
- Authorisations must contain:
 - The name of the child
 - The date
 - The activity the child will be participating in
 - Signature of the child's parent/guardian or nominated person who on the child's enrolment form
- Further to the above, some Activities/Authorisations may require more information. These are outlined below:
 - Administering medication to children (Regulation 92 & 93)
 - The authorisation to administer medication (including, if applicable, self-administration) needs to be signed by a parent or a person named in the child's enrolment record as authorised to consent to administer medication.
 - The name of the medication to be administered
 - The time and date the medication was last administered
 - The time and date and/or the circumstances under which the medication should be next administered
 - The dosage of the medication to be administered
 - The manner in which the medication is to be administered
 - Children being taken on excursions (Regulation 102)
 - The child's name
 - The reason the child is to be transported
 - The date the child is to be taken on the excursion (unless the authorisation is for an ongoing outing)
 - A description of the proposed pick-up location and destination for the excursion
 - The method of transport used for the excursion
 - The period of time during which the child is to be transported
 - The proposed activities to be undertaken by the child during the excursion
 - The anticipated number of children likely to be attending the excursion.
 - The anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion.
 - That a risk assessment has been prepared and is available at the service
 - That written policies and procedures for transporting children are available at the service
 - A child leaving the service to attend an extra-curricular activity away from the service
 - The approximate time the child will leave the service and the time they will return to the service (if applicable)
 - The location of the activity
 - Contact details for the coordinator of the lesson/activity
- Where the authorisation is for administration of medication, the Centre's "Authorisation to Administer Medication" form must be completed and comply with the information outlined in the Centre's Administration of Medication section of the Dealing with Medical Condition's policy.
- Authorisations will be accepted and sighted by the service's Coordinator or Responsible Person and a copy will be made if requested by the parent. The original copy will be kept in the relevant digital first aid folder. Authorisations for extra-curricular activities will be kept digitally, in the Extra-Curricular folder.



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- Authorised nominee's must be added to the child's file in order to collect a child who is not their own. Parents are requested to put the authorisation in writing before the Centre can accept the amendment. In an emergency, a verbal authorisation from a parent/guardian is acceptable. In this case, the collector's name and contact details will be recorded, and Photo ID will be sighted before releasing the child (see Delivery and Collection of Children policy).
- The Centre may exercise the right to refuse to release a child if written or verbal Authorisations do not comply with the requirements outlined above. The responsible person on duty also has the right to refuse authorisation if the child's safety or wellbeing is deemed to be compromised. If refusal of an authorisation is delivered, the child's name, activity and reason as to why authorisation was denied will be sent to the parents via email as well as being notified upon collection of the child and the occurrence will be documented by the Coordinator or Responsible Person and kept digitally.
- Authorisation may be waived 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 (Regulation 94).
- A child may be released to the Police, Paramedics or Child Services in an emergency without consent, in accordance with the Regulation 99.