

# Acceptance and Refusal of Authorisations

## Purpose

Peak Sports and Learning requires authorisation for actions such as the administration of medications, collection of children, excursions and providing access to personal records. Where activities require authorisation to comply with National Regulations or to comply with service policies, it is to be provided in writing and dated. This policy outlines what constitutes a correct authorisation and what does not and may therefore result in a refusal.

## Considerations

Education and Care Services National Regulations	National Quality Standard/s	Other Service policies/documentation	Other
Regulation 92, 93, 99, 102, 150, 161, 168  Education and Care Services National Law 2010  Child Safe Standards	QA1, 1.1.1, 1.3.3 QA2, 2.1.1, 2.2.2 QA 7, 7.1.2	- Administration of Medication Policy - Excursion and Incursion Policy - Delivery and Collection of Children Policy - Use of Photographic and Video images of children - Enrolment and Booking Policy	

## Procedures

Through the service enrolment process families will have opportunity to give and/or refuse authority for the following (including but not limited to):

- Authorised Nominees that are permitted to collect the child from the service;
- Provision of emergency medical treatment including obtaining any medical, hospital and/or ambulance service in the case of an accident or emergency involving their child;
- For Authorised Nominees to consent to medical treatment including obtaining any medical, hospital and/or ambulance service in the case of an accident or emergency involving their child;
- Educators to liaise with other health/medical professionals in relation to the care of their child;
- Administration of Medication;
- Educators to assist their child to apply a SPF 30+ sunscreen prior to outdoor activities;
- Educators to take photos of their child to for the purpose of recording learning experiences, important events and special activities as part of the program;
- Educators to take photos of their child for publicity – Internal and External;
- Transportation of child via bus and/or car (if needed) to and from the centres, under the compliance of the appropriate legislations, regulations and Transport Operations;
- For Authorised Nominees delivering children to the service to give permission on Vacation Care days for planned excursions.

Parent or Authorised Nominee authority, in writing or digitally through Fullybooked consent forms, will be required before any child will be allowed to leave the approved area of the service. This includes (but is not limited to):

- Excursions including regular outings
- Extra-curricular activities; and

The service will ensure documentation relating to authorisations contains:

- The name of the child enrolled in the service;
- Date;
- Signature of the child's parent/guardian, or Authorised Nominee who is on the enrolment form;
- The original form/letter/register provided by the service.

Verbal authorisations may be accepted where written authorisation is not possible by the service, however the following procedure will be implemented:

- Confirm the identity of the person providing the authorisation;
- Ensure the person is an authorised person on the child's enrolment form;
- Document the nature of the authorisation being sought/given; and
- Record the name of the person, how the identity was confirmed and the time and date of the verbal authorisation.

A Director may exercise the right of refusal if written or verbal authorisations do not comply with this policy or the necessary regulatory requirements.

The service will waive compliance with this policy 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.

Parents/guardians have the right at any time to change authorisations given to the service in relation to their child and their child's participation in the program. This may be done through updating the online enrolment form or other written authorisation.

If demand for places provided at Peak Sports and Learning exceeds those available, priority of access will be given based on guidelines given by the Department of Education.

## Version Control Table

Version Control	Date Released	Next Review	Approved by	Amendment
1	Jan 2017	November 2018	Directors	Nil – small amendments to procedures
2	November 2018	November 2019	Directors	Rewritten and edited to reflect 2018 updated Quality Standards.
3	November 2019	November 2020	Directors	Revised with terms and conditions of Enrolment
4	March 2020	December 2022	Directors	Reviewed with no amendments. Moved to new document review timeline.
5	December 2022	December 2024	Directors	Removal of 'incursions' (in service activities).  Introduction of digital Consent forms through Fullybooked Child Care Management Software.