



Nature Alliance Family Day Care Service

Acceptance and Refusal of Authorisations



POLICY IN THIS SECTION AS REQUIRED BY:

Education and Care Services National Law (WA) Act 2012: 165, 167, 175
Education and Care Services National Regulations, 2012– ‘Regulations’:92-94, 99,
102,157,160,161,165,168,170-172.

PURPOSE

Nature Alliance FDC’s priority is to ensure the health, safety and wellbeing of children. Nature Alliance FDC Service aims to ensure that all educators and educator assistants are consistent in how authorisations are managed and understand what does or does not constitute a correct authorisation, which consequently may lead to a refusal. Our governance and quality management processes are effective and transparent and meet all regulatory requirements. Decisions around refusing an authorisation will be made on a case-by-case basis in discussion in accordance with the nominated supervisor, coordinator, Police, regulatory authority or other authorities.

SCOPE

This policy applies to the approved provider, nominated supervisor, coordinators, educators, educator assistants, children, families, and visitors of the FDC Service.

POLICY

Under the Education and Care Services National Law and Regulations, Nature Alliance FDC services is required to obtain written authorisation from parents/guardians for some circumstances, to ensure that the health, safety, wellbeing, and best interests of the child are met and upheld. An authorisation is given where a person who has legal responsibility for a child gives permission to another person to do something or to make a decision on that person’s behalf. Authorisations are usually authenticated by a signature- either in written form or as an electronic signature.

PROCEDURES

1. The Nature Alliance FDC Service will ensure:
 - a. an enrolment record is kept for each child that includes authorisations signed by a parent or a person authorised who is nominated on the enrolment form.
 - b. to consent to seek medical treatment from a registered medical practitioner, hospital or ambulance service.
 - c. to authorise the education and care service to transport the child or arrange regular outings for the child for which a Risk Assessment has been developed.
2. The enrolment documentation relating to authorisations contains:
 - a. The name of the child enrolled in the service;
 - b. Date;
 - c. Signature of the child’s parent / guardian, or nominated contact person who is on the enrolment form;
3. In addition to the above, Nature Alliance FDC requires parent/guardian authorisations to be provided in matters including:

- a. Administration of medication to children and the authority to Administer Medication Form is completed,
 - b. Self-administration of medication for children who are over preschool age and this is recorded in the Medication Record (NA-FRM-0003)
 - c. Administration of medical treatment, dental treatment, and general first aid treatment
 - d. Transportation- including regular outings and regular transportation
 - e. Excursions including regular outings
 - f. Incursion attendance
 - g. Taking of photographs by people other than educators
 - h. Apply sun-screen
 - i. Water based activities
 - j. Children
 - k. leaving the premises in the care of someone other than a parent or guardian
4. Nature Alliance FDC Service will ensure that:
- a. parent/guardians are provided with a copy of relevant policies for Nature Alliance FDC Service (if required or are aware of how they can be accessed)
 - b. attendance records are maintained for all children attending the FDC Service
 - c. a written record of all visitors to the FDC residence/venue, including time of arrival and departure and reasons for visit is documented.
 - d. educators/educator assistants do not administer medication without the written authorisation of parent/guardian or authorised nominee except in the case of an emergency, including an asthma or anaphylaxis emergency
 - e. self-administered medication will should be stored by the educator in an accessible location suitable to the individual child (asthma, anaphylaxis or diabetes)
 - f. educators and educator assistants only allow a child to participate in regular outings and regular transportation with the written authorisation of a parent/guardian or authorised nominee name in the child's enrolment record
 - g. educators and educator assistants allow a child to participate in excursions only with the written authorisation of a parent/guardian or authorised nominee named in the child's enrolment record is received and documented prior to the excursion
5. FDC educators/educator assistants allow a child to depart the Service only with:
- a. a person who is the parent/guardian or authorised nominee named in the child's enrolment record; or
 - b. with a person authorised by a parent or authorised nominee; or
 - c. leaves in accordance with the written authorisation of the parent; or authorised nominee; or
 - d. is taken on an excursion; or
 - e. in the case of a medical emergency or another emergency
6. If an authorised person arrives to collect the child and is intoxicated or in an unfit to care for the child the Family Day Care Educator:
- a. will encourage the person to contact an alternative driver/taxi;
 - b. may offer to drive the child home at a later time; and
 - c. will note the vehicle registration number and notify the police if the person insists on driving with the child.
 - d. will complete an Incident Report within 24 hours of the event and submit this to Nature Alliance FDC.

7. There are procedures in place if an unauthorised person attempts to collect the child from the FDC service or poses a risk to the children of educator (for example, an intoxicated person).
8. Nature Alliance FDC Service will:
 - a. notify families at least 14 days before changing the policy or procedures
 - b. Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The Family Day Care Service or Family Day Care Educator can administer medication without authorisation in these cases, provided it is noted on medical plans and that parents/guardians be contacted as soon as practicable after the medication has been administered.
 - c. Waive compliance where a civil emergency occurs, and the educator is directed by emergency services personal to take action.
9. Refusal of Authorisations:
 - a. Nature Alliance FDC will ensure that all authorisations are completed correctly, if not, they will be returned to the Educator or parent for correction and re-submittance.
 - b. Written or verbal authorisation may be refused if the authorisation does not comply with National Regulations or Child Protection Legislation. Nature Alliance FDC will inform the parent or guardian the reason why the written or verbal authorisation does not meet National Regulations or Nature Alliance Policies.
 - c. The parent or guardian will be provided a copy of the Nature Alliance Acceptance and Refusal of Authorisation Policy and procedure if required or are aware of how this can be accessed.
10. Examples when an authorisation may be refused include:
 - a. requests relating to dietary restrictions that are not related to medical reasons
 - b. an authorised person collecting the child appears to be under the influence of drugs or alcohol.
 - c. the authorisation breaches a parenting order.
 - d. the authorisation breaches a service policy (person under the age of 16 collecting a child)
 - e. medication to be provided to a child is not in original container or prescribed to the child or other breach of Administration of Medication Policy
 - f. a breach of Excursion/Incursion Policy where the person providing consent for the excursion is not listed as a parent/guardian or authorised nominee on the enrolment form.

Supporting Documents:

NA-FRM-0001 Care Enrolment Contract

NA-FRM-0003 Authority to Administer Medication Form

NA-FRM-0004 Authorisation to Apply Sunscreen Form

NA-FRM-0017 Parent Authorisation for Excursions Regular Outings

NA-FRM-0018 Excursion-Incursion Risk Management Plan

NA-FRM-0018 (A) Transport of Children in Own Vehicle Risk Assessment and Management Plan

Safe sleep Risk Assessment & Parent Authorisations

Supporting Policies:

NA-POL-0001.1 Nutrition, Food, Beverage and Dietary Requirements

NA-POL-0001.2 Sun Protection

NA-POL-0001.3 Water Safety

NA-POL-0001.4 Sleep & Rest

NA-POL-0001.6 Child Protection

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NA-POL-0001.7 Child Safe Environment
NA-POL-0003.3 First Aid Administration
NA-POL-0003.4 Medical Conditions
NA-POL-0004 Serious Incidents, Emergencies and Evacuations
NA-POL-0005.1 Delivery and Collection of Children
NA-POL-0005.2 Excursions and regular Outings
NA-POL-0005.3 Transportation of Children
NA-POL-0007 Governance and Management of the Family Day Care Service
NA-POL-0010 Enrolment and Placement of Children
NA-POL-0037 Service Confidentiality, Privacy & Record Retention