

Acceptance & Refusal of Authorisations Policy

Aim

The purpose of this policy is to ensure that all staff at CSIROCare are consistent with how authorisations are managed.

Rationale

Generally, authorisations are listed in this policy are accepted, however in some circumstances there may be just cause to refuse an authorisation

Body

Types of authorisations required under the National Regulations are:

Regulation	Authorisations
regulation 92	The details to be recorded on a medication record includes the authorisation to administer medication (including self-administration if applicable) signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication.
regulation 96	An approved provider may permit a child over preschool age to self-administer medication if: <ul style="list-style-type: none"> • an authorisation for the child to self-administer medication is recorded in the medication record for the child; and • the medical conditions policy of the service sets out practices in relation to self-administration of medication by children over preschool age.
regulation 99	The approved provider, nominated supervisor and family day care educator must make sure that a child being educated and cared for by the service does not leave the premises except where the child: <ul style="list-style-type: none"> • is given into the care of a parent, an authorised nominee named in the child's enrolment record or a person authorised by a parent or authorised nominee; or • leaves in accordance with the written authorisation of the child's parent or authorised nominee; or • is taken on an excursion; or • is given into the care of a person or taken outside the premises because the child requires medical, hospital or ambulance care or treatment, or because of another emergency.
regulation 102	Authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the premises by an educator. The authorisation must state the information listed in regulation 102(4).
regulation 161	<ul style="list-style-type: none"> • An authorisation signed by a parent or a person named in the enrolment record as authorised to consent to the medical treatment of the child, for the approved provider, nominated supervisor or an educator to seek: <ul style="list-style-type: none"> - medical treatment for the child from a registered medical practitioner, hospital or ambulance service; and - transportation of the child by an ambulance service; and • If relevant, an authorisation given under regulation 102 for the service to take the child on regular outings.

Reasons for Refusals:

Type of authorisation	Reasons for Refusals
Administration of medication (regulation 92)	<ul style="list-style-type: none">• If someone who has <u>not</u> been listed as authorised to authorise administration of medication to a child, asks the service to administer medication to the child• If the service is asked to administer medication to a child that is <u>not</u> in accordance with the requirements of regulation 95 such as, being administered from its' original container.
Self-administration of medication (regulation 96)	<ul style="list-style-type: none">• The child is incapable of self-administering
Children leaving the education and care service premises (regulation 99)	<ul style="list-style-type: none">• If the parent or any other authorised nominee or person as listed in regulation 99 does not appear to be fit to take care of the child• The sibling or older child authorised to take another child out of the service is under the age of 18 years
Authorisation for excursions (regulation 102)	<ul style="list-style-type: none">• If an authorisation received by the service for an excursion does not meet the requirements of regulation 102, such as it appears to not have been signed by a person authorised to sign.

Recording of refusal/s of authorisation

If an authorisation is refused by the service, CSIROCare will document:

- the details of the authorisation
- why the authorisation was refused
- actions taken by the service

This Policy is to be read in conjunction with:

- Delivery & Collection of Children Policy
- Administration of First Aid Policy
- Excursions Policy