

# **Acceptance and Refusal of Authorisation**



## **Policy**

Educators at Janelle Street Centre will ensure that they only act in accordance with correct authorisation as described in the *Education and Care Services National Regulations, 2011*.

## **Background**

Janelle Street Centre requires authorisation for actions such as administration of medications, collection of children, excursions and providing access to personal records. This policy outlines what constitutes a correct authorisation and what does not and may therefore result in a refusal.

## **Practice**

The Responsible Person 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 nominated contact person who is on the enrolment form;
  - the original form/letter/register provided by Janelle Street Centre.
- Apply these authorisations to the collection of children, administration of medication, excursion and access to records.
- Keep these authorisations in the enrolment record.
- Exercise the right of refusal if written or verbal authorisations do not comply.
- Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. Janelle Street Centre can administer medication without authorisation in these cases, provided the centre contacts the parent/guardian as soon as practicable after the medication has been administered.

## **Sources**

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011, 168
- [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au) (accessed May 8, 2023)
- [www.dawsonstreetcc.org.au](http://www.dawsonstreetcc.org.au) (accessed May 8, 2023)
- [www.acecqa.gov.au](http://www.acecqa.gov.au) (accessed May 8, 2023)

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