



# 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: Section 3(2)( b); 3(3)(a)(b)(c)(d)(e)(f); 166 , 167

Education and Care Services National Regulations, 2012– ‘Regulations’:84; 155--156, 168(j)

### **PURPOSE**

To provide the Family Day Care Service, Family Day Care Educators and families with a clear procedure for correct authorisations for actions such as administration of medications, collection of children, excursion and providing access to personal records.

### **SCOPE**

This Policy applies to Family Day Care Educators, Family Day Care Educator Assistants, the Family Day Care Service and families.

### **PRINCIPLE**

To ensure appropriate procedures are in place for acceptance and non-acceptance of authorisations.

### **POLICY**

The Family Day Care Service will ensure that Family Day Care Service staff, Family Day Care Educators and Family Day Care Assistants are informed of the appropriate authorisation for actions in relation to administration of medications, applying sunscreen, collection of children, excursion and providing access to personal records.

### **PROCEDURES**

The Family Day Care Service will:

1. Ensure 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;
  - d. The original form/letter/register provided to the service.
2. Apply these authorisations to the collection of children, administration of medication, excursion and access to records. Excursion authorisations will only be accepted if a Risk Assessment has been completed.
3. Keep these authorisations in or with the enrolment record.

4. Exercise the right of refusal if written or verbal authorisations do not comply.
5. 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.

**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

Date reviewed	January 2021	NA-POL-0012	Version:3	Page 2 of 2
---------------	--------------	-------------	-----------	-------------