



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)

National Quality Standards for Early Childhood Education and Care and School Age Care (2010)Standard 1.1; 4.1; 4.2; 5.1; 5.2; 6.2.

Element 2.3.1; 2.3.4; 3.2.2; 6.3.1, 6.3.2; 6.3.3

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, 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, 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.
3. Keep these authorisations in the enrolment record.

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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.

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