

## **Policy Statement**

Activity Centres Inc. aims to ensure that we act in an appropriate manner and keep accurate records to ensure the safety of the children is maintained. The Service requires parent/guardian authorisation for actions such as administration of medications, collection of children, medical conditions, excursions and providing access to personal records. There are mandatory legislative requirements as scheduled in the Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2018, to ensure a safe and secure environment whilst children are at the Service or out in the wider community.

## **Considerations**

- ✓ Education and Care Services National Law 2010.
- ✓ Education and Care Services National Regulations 2018
  - Administration of Medication - Regulation 93
  - Children leaving the Education and Care Service premises – Regulation 99
  - Authorisation for excursions – Regulation 102
- ✓ Education and Care Services National Quality Standards
- ✓ Privacy and Personal Information Protection Act 1998 No 133
- ✓ ACI Policies and Procedures

## **Procedures**

- Medication Record
  - Medication will be administered by Staff following Activity Centres Inc. Medication Administration Policy.
  - Compliance may be waived where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma.
  - The Service can administer medication without authorisation in these cases, provided they contact the family as soon as practicable after the medication has been administered.
- Children leaving the premises in the care of someone other than their parent:
  - Children will only be allowed to leave the Service with an authorised nominee, named in the child's enrolment form.
  - Written permission, outlining full name of authorised nominee, contact number and relationship to the child, and if it is a one off authorisation or an ongoing arrangement.
  - Adding the authorised person to child's enrolment form.
  - Email from the parents email address, which has been provided by the parent at an earlier stage. Outlining full name of authorised nominee, contact number and relationship to the child, and if it is a once off authorisation or an ongoing authorisation.
  - Phone permission will only be accepted in an emergency situation where the Coordinator or Responsible Person can identify the caller as the parent of the child. The person collecting the child must be known to the child and the child feels safe to leave the premises with the said person. Parents will be informed during the phone call that if the child feels uncomfortable leaving with said person we will refuse to let the child go home with said person and we will call them and let them know of this decision.
  - Photo identification will be checked of all authorised persons collecting a child, by the Coordinator or Responsible Person who are unfamiliar. Photocopy of ID will be placed in child's file with date, relationship to child noted and verified by Coordinator or Responsible Person. Staff will document in the diary that they have done this and what documentation they have sighted.
- Children being taken on excursions and regular outings - children can be taken on an excursion or a regular outing if:
  - The excursion has been authorised by a Nominated Supervisor.
  - Permission has been sort as per Activity Centres Inc Excursion Policy.
  - The excursion is beneficial to the child's development and or leisure.



# Acceptance and Refusal of Authorisations Policy

## Checklist for Staff

- Administer medication as per Activity Centres Inc Medication Administration Policy
- Children can only leave the Service in the care of an authorised nominee, someone other than a parent, if we have written permission from the parent that outlines authorised nominees full name, contact number and relationship to child.
- Phone permission is only permitted in emergency situations, and only if child is comfortable leaving the Service with the individual.
- Photo identification will be checked, photocopied and documented in diary.
- Permission for excursions will be sought and granted as per Activity Centres Inc Excursion Policy.

\_\_\_\_\_ end of policy \_\_\_\_\_

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Policy is only endorsed if initialled by 2 members of the Management Committee

**Endorsed by the Management Committee on the 27<sup>th</sup> March 2019**  
**Acceptance and Refusal of Authorisations Policy is to be reviewed by the 27<sup>th</sup> March 2022**