



WOODSIDE PRIMARY SCHOOL OUT OF SCHOOL HOURS CARE

Authorisations Policy

The Woodside Primary School OSHC service has clear processes to ensure that all requirements relating to authorisations are met as determined by the Law. These policies specifically outline for educators and families what steps they must take to ensure children are safe when being educated and cared for.

Background

Approved Providers must obtain authorisation from parents/guardians and authorised nominees in some circumstances for situations such as:

- administering medication to children (Regulation 92) – see Medical Conditions Policy
- children leaving the premises in the care of someone other than their parent/guardian (Regulation 99) – see Delivery and Collection of Children Policy
- children being taken on excursions (Regulation 102) – see Excursions Policy

This policy provides a set of procedures to:

- Ensure that children's enrolment records are maintained in an accurate manner at all times.
- Ensure that all educators are aware of their legal obligations in relation to releasing children to authorised persons and the details of this policy.
- Details the roles and responsibilities of parents/guardians, the Director and educators in relation to all authorisations that are provided.

Procedures

The Nominated Supervisor or the Director will ensure:

- Following the policy and procedures of the service
- Ensuring that medication is not administered to a child without the authorisation of a parent/guardian or authorised nominee, except in the case of an emergency, including an asthma or anaphylaxis emergency
- Ensuring a child only departs from the service with a person who is the parent/guardian or authorised nominee, or with the written authorisation of one of these (only accepting authorisations for persons over the age of 16 to collect a child from the service), except in the case of a medical or other emergency
- Ensuring a child is not taken outside the program premises on an excursion except with the written authorisation of a parent/guardian or authorised nominee
- 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 the service.

The responsible person:

- Apply these authorisations to the collection of children, administration of medication, excursion and access to records.
- Keeps these authorisations in the enrolment record.
- Exercises 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. The service can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered.

Responsible persons and other educators are responsible for:

- Following the policies and procedures of the program
- Checking that parents/guardians have booked in and have completed dated permission forms for excursions
- Checking that parents/guardians or authorised nominees sign the attendance record as their child arrives at, and departs from, the service
- Administering medication only with the written authorisation of a parent/guardian or authorised nominee, except in the case of an emergency, including an asthma or anaphylaxis emergency
- Allowing a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised nominee.
- Allowing a child to depart from the service with a person who is the parent/guardian or authorised nominee, or with the written authorisation of one of these (only accepting authorisations for persons over the age of 16 to collect a child from the program), except in the case of a medical or other emergency
- Following procedures if an inappropriate person attempts to collect a child from the service (refer to Delivery and Collection of Children Policy and Child Safe Environment Policy)

Parents/Guardians are responsible for:

- reading and complying with the policies and procedures of the program, completing and signing the authorised nominee section of their child's medical and contact form before their child commences at the program
- signing the attendance record iPad as their child arrives at and departs from the service
- providing written authorisation where children require medication to be administered by educators/staff, and signing and dating it for inclusion in the child's medication record

Procedures for refusing a written authorisation:

On receipt of a written authorisation from a parent/guardian that does not meet the requirements outlined in the related service policy, the Nominated Supervisor or Director will:

- immediately explain to the parent/guardian that their written authorisation contravenes service policy, and that it cannot be accepted
- ensure that the parent/guardian is provided with a copy of the relevant service policy and that they understand the reasons for the refusal of the authorisation
- request that an appropriate alternative written authorisation is provided by the parent/guardian that complies with the requirements of the relevant service policy
- ensure that procedures outlined in the relevant service policy are followed where a

parent/guardian cannot be immediately contacted to provide an alternative written authorisation

- follow up with the parent/guardian, where required, to ensure that an appropriate written authorisation is obtained.

For more information on Nominated Supervisors, Directors and Responsible persons please see:

<https://www.acecqa.gov.au/sites/default/files/2018-03/InformationSheetNominatedSupervisor.pdf>

<https://fireflyhr.com.au/do-you-know-the-difference-between-a-nominated-supervisor-responsible-person/>

<https://www.education.sa.gov.au/working-us/out-school-hours-care-oshc/roles-and-responsibilities/oshc-directors-role-and-responsibilities>