

Title	Acceptance and Refusal of Authorisations	Date created	31/3/2012
Group	Governance and Management	Date reviewed	1/04/2021

Teloopa Park School Outside School Hours Care (TPSOHC) strives to provide students and families with a safe, respectful and suitable environment that nurtures the child and provides an experience for the child that promotes their social, emotional, physical and cognitive development.

Policy Statement

TPSOHC takes the health, safety and wellbeing of its children seriously and requires authorisation for actions such as administration of medications, collection of children, excursions and providing access to personal records.

Considerations

- National Regulation 92 – Medication record
- National Regulation 99 – Children leaving the education and care service premises
- National Regulation 102 – Authorisation for excursions
- National Regulations 168 – Policies and procedures
- National Standard 2.3 – Each child is protected

Implementation / Procedures

The Director is responsible for:

- Ensuring 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
 - original form/letter/register provided by the service.
- Applying these authorisations to the:
 - collection of children
 - administration of medication / medical action plans
 - calling of an ambulance
 - excursions
 - watching 'PG' or 'G' movies or video games
 - taking of photographs
 - access to records
 - acceptance of terms and conditions on the enrolment and booking forms.
- Keeping these authorisations in the enrolment record.
- Exercising the right of refusal if written or verbal authorisations do not comply.
- Waiving 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 the parent/guardian is contacted as soon as practicable after the medication has been administered.