

TECOMA PRIMARY SCHOOL OSHC REFUSAL AND ACCEPTANCE OF AUTHORISATION POLICY

POLICY STATEMENT

Tecoma Primary OSHC ensure the safety and well-being of children attending the program. In some cases, we will refuse a parent/guardian's request when it is considered to put the education and care of children at risk and not be a reasonable adjustment for the service to manage.

Tecoma Primary OSHC reserves the right to determine if any verbal or written authorisation from a parent, guardian or authorised nominee will be accepted. In this way, we ensure that we meet our duty of care obligations under the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011.

This policy provides a set of clear guidelines and procedures to:

- Ensure that children's enrolment records are maintained accurately 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 and educators in relation to all provided authorisations.

BACKGROUND

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place in relation to the acceptance and refusal of authorisations. Written authorisations from parents or authorised nominees help to ensure that the health, safety, wellbeing and best interests of all children are met. Through the authorisation process, parents are informed of risks associated with a matter, and can make an informed choice whether or not to proceed.

LEGISLATIVE REQUIRMENTS

Regulation 92 Medication record

Regulation 93 Administration of medication

Regulation 94 Exception to authorisation requirement – anaphylaxis or asthma emergency

Regulation 96 Self-administration of medication

Regulation 99 Children leaving the education and care service premises

Regulation 160 Child enrolment records to be kept by approved provider

Regulation 161 Authorisations to be kept in enrolment record

Regulation 168 Education and care service must have policies and procedures

Regulation 170 Policies and procedures to be followed

Regulation 171 Policies and procedures to be kept available

PROCEDURES FOR REFUSAL OF 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 will:

- Consider the age and/or specific factors involving any person authorised to collect a child. For example, only those over 16 years of age may be named as an authorised nominee unless specific requirements are met on an individual basis.
- Immediately explain to the parent/guardian that their written authorisation contravenes service policy and 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 appropriate written authorisation is obtained.

The details of which persons are authorised to collect children from the service are maintained accurately to ensure that children are only placed in the care of people appropriate to collect them at the end of each day. Only a person who is an authorised nominee will be allowed to collect a child or provide the authorisations in the enrolment record. The enrolment record is the only place that this authorisation can be recorded.

Children are not permitted to self-administer medication, other than under specific circumstances that must be approved by Tecoma Primary OSHC in advance.

DEFINITIONS

Attendance record: Kept by the service to record details of each child attending the service, including name, time of arrival and departure, the signature of the person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1)).

Authorised nominee: (In relation to this policy) a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details will be on the child's enrolment form. (R 161)

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonably foreseeable risk of injury.

Inappropriate person: A person who may pose a risk to the health, safety or well-being of any child attending the education and care service, or whose behaviour or state of mind make it inappropriate for him/her to be on the premises, e.g. a person under the influence of drugs or alcohol (S 171(3)).

Medication record: Contains details for each child to whom medication is to be administered by the service. This includes a parent/guardian or authorised nominee section containing the child's name, signed authorisation to administer medication and a record of the name of the medication administered, the time and date the medication was last administered, the time, date, dosage and manner in which medication is to be next administered. An educator section will then document the dosage, time, and date that the medication was administered, the manner in which the medication was administered and the name and signature of the person administering the medication and of the person checking the medication. (R 92)

COMMUNICATION

This policy will be communicated to Tecoma Primary School community in the following ways:

- Available publicly on our school's website
- Made available in hard copy from the OSHC program upon request.