

Mandatory – Quality

Area 2

PURPOSE

This policy outlines procedures to be followed when:

- Obtaining written authorisation from a parent/guardian or person authorised and named in the enrolment record.
- Refusing written authorisation from a parent/guardian or person authorised and named in the enrolment record.

POLICY STATEMENT

1. VALUES

Goulburn Region Preschool Association Inc. is committed to:

- Ensuring the safety and wellbeing of all children attending the centre
- Meeting its duty of care obligations under the law.

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Goulburn Region Preschool Association Inc.

3. PROCEDURES

The Approved Provider is responsible for:

- Ensuring that all staff and volunteers have access to this policy and have a clear understanding of the procedures and practices outlined within.
- Ensuring that parents/guardians have access to all GRPSA policies.
- Ensuring that the Nominated Supervisor and all staff follow the GRPSA policies and procedures.
- Ensuring that all parents/guardians have completed the authorised nominee section of their child's enrolment form (refer to *Enrolment and Orientation Policy*), and that the form is signed and dated before the child is enrolled at the centre.
- Ensuring that permission forms for excursions are provided to the parent/guardian or authorised nominee prior to the excursion (refer to *Excursions and Centre Events Policy*)
- ensuring that an attendance record (refer to *Definitions*) is maintained to account for all children attending the centre.
- Keeping a written record of all visitors to the centre, including time of arrival and departure.
- Ensuring that where children require medication to be administered by educators/staff, this is authorised in writing, signed and dated by a parent/guardian or authorised nominee, and included with the child's medication record (refer to *Definitions*) (refer to *Administration of Medication Policy* and *Dealing with Medical Conditions Policy*).
- Ensuring educators/staff do not administer medication without the authorisation of a parent/guardian or authorised nominee, except in the case of an emergency, including an

asthma or anaphylaxis emergency (refer to *Administration of Medication Policy, Dealing with Medical Conditions Policy, Incident, Injury, Trauma and Illness Policy, Emergency and Evacuation Policy, Asthma Policy and Anaphylaxis Policy*).

- Ensuring educators/staff allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised nominee (refer to *Excursions and Centre Events Policy*).
- Ensuring educators/staff allow a child to depart from the centre only with a person who is the parent/guardian or authorised nominee, or with the written authorisation of one of these, except in the case of a medical emergency or an excursion (refer to *Delivery and Collection of Children Policy* and *Child Safe Environment Policy*).
- Ensuring that there are procedures in place if an inappropriate person (refer to *Definitions*) attempts to collect a child from the centre (refer to *Delivery and Collection of Children Policy* and *Child Safe Environment Policy*).
- Developing and enacting procedures for dealing with a written authorisation that does not meet the requirements outlined in GRPSA policies (refer to Attachment 1).

All Early Childhood Staff are responsible for:

- 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 (refer to *Administration of Medication Policy, Dealing with Medical Conditions Policy, Incident, Injury, Trauma and Illness Policy, Emergency and Evacuation Policy, Asthma Policy and Anaphylaxis Policy*).
- Ensuring a child only departs from the centre with a person who is the parent/guardian or authorised nominee, or with the written authorisation of one of these, except in the case of a medical emergency or an excursion (refer to *Delivery and Collection of Children Policy* and *Child Safe Environment Policy*).
- Ensuring a child is not taken outside the centre premises on an excursion except with the written authorisation of a parent/guardian or authorised nominee (refer to *Excursions and Centre Events Policy*).
- Informing the Approved Provider when a written authorisation does not meet the requirements outlined in GRPSA policies.
- Checking that parents/guardians sign and date permission forms for excursions.
- Checking that parents/guardians or authorised nominees sign the attendance record (refer to *Definitions*) as their child arrives at and departs from the centre.
- Following procedures if an inappropriate person (refer to *Definitions*) attempts to collect a child from the centre (refer to *Delivery and Collection of Children Policy* and *Child Safe Environment Policy*).

Parents/guardians are responsible for:

- Reading and complying with the GRPSA policies and procedures.
- Completing and signing the authorised nominee section (refer to *Definitions*) of their child's enrolment form (refer to *Enrolment and Orientation Policy*) before their child commences at the centre.
- Signing and dating permission forms for excursions.
- Signing the attendance record (refer to *Definitions*) as their child arrives at and departs from the centre.

- 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 (refer to *Definitions*).

Volunteers and students, while at the centre, are responsible for following this policy and its procedures.

EVALUATION

To assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- Regularly seek feedback from everyone affected by the policy regarding its effectiveness.
- Monitor the implementation, compliance, complaints and incidents in relation to this policy.
- Keep the policy up to date with current legislation, research, policy and best practice.
- Revise the policy and procedures as part of the GRPSA policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

ATTACHMENTS

- Attachment 1: Procedures for refusing a written authorisation.
- Attachment 2: Communication Plan.

AUTHORISATION

This policy was adopted by the Approved Provider of Goulburn Region Preschool Association Inc. on 3rd September 2012.

Reviewed and adopted: 24th September 2016.

Reviewed and Attachment 2 added: 30th June 2017.

Reviewed and Adopted: June 2020.

REVIEW DATE: JUNE 2023

ATTACHMENT 1

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 GRPSA policy, the Approved Provider will:

- Immediately explain to the parent/guardian that their written authorisation contravenes GRPSA policy, and that it cannot be accepted.
- Ensure that the parent/guardian is provided with a copy of the relevant GRPSA 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 GRPSA policy.
- Ensure that procedures outlined in the relevant GRPSA 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.

ATTACHMENT 2

Communication Plan

This is to be read in conjunction with the relevant policy.

PURPOSE

The Communication Plan will ensure all members of the centre are aware of the procedures for the following circumstances:

- Prevention and management of a medical condition.
- Understanding and supporting court orders.

Expectations of parents:

- At the time of enrolment or (if later) diagnosis, all staff members will familiarise themselves with the medical needs of the student. It is expected that the parent will advise the centre without delay when a child is diagnosed by a medical practitioner as being at risk of a medical condition. An Action Plan will be developed by their medical practitioner and placed in the centre for easy access; this should clearly state where the medication is located.
- At the time of enrolment, or at the time when court orders are received by the centre, all staff members will familiarise themselves with the orders, and if necessary, seek clarification from an expert, such as a police officer.
- A risk minimization plan will be written by the early childhood staff in consultation with the parents.
- Parents of children with a medical condition will be given a copy of the relevant policy on notifying the centre of the medical condition.
- In the case of anaphylaxis, a sign stating that a child with anaphylaxis is enrolled at the centre and what the allergy is will be displayed at the entrance of the centre.
- Parents will also be notified regarding points in the risk minimisation plan that they need to adhere to, such as hand washing before entering the centre.
- Relief staff will be made aware of the plan and actions to take in case of all medical conditions, or any instructions regarding court orders, on arrival at the centre before commencing for the day.
- All staff will be briefed regularly, regarding the children with medical conditions especially the minimisation plans and first aid.
- All changes to the risk minimisation plan or first aid, will be clearly changed on the action plan and communicated clearly to all staff, working at the centre, as soon as practicable after the change is made.
- Any changes to court orders will be communicated clearly to all staff in the centre, as soon as practicable after new documents have been received.