

Acceptance or Refusal of Authorisations

Purpose

We respect the rights of parents/guardians, children, our employees and educators, families, volunteers and assert the rights of ECMS as a legal entity.

ECMS has legal, moral and ethical responsibilities for all the children participating in our services, our employees, educators, families, volunteers and the community.

ECMS believes that parents know their children best and are in the best position to understand their capabilities, therefore parent/guardian authorisations will routinely be accepted.

However there may be times when ECMS believes there is a conflict between various rights and responsibilities and that an authorisation is not in the best interests of, or may put one or more party at risk.

When this occurs a risk/benefit assessment will be conducted to determine the most appropriate course of action. This will be a consultative process guided by these beliefs:

- The wellbeing, health and safety of the ECMS community are our highest priorities. We believe that resilience is a vital component of health and wellbeing. Children need to experience risk to develop the skills to identify and respond appropriately to the hazards they will encounter throughout life.
- To build resilience children need to experience difficulty and be exposed to risk so they can learn how to handle challenges and setbacks. Teaching children how to assess potential hazards, identify and respond to risks gives them skills to keep themselves and others safe.

The National Regulations (regulation 168(2)(m)) require services to have a specific policy related to the acceptance and refusal of authorisations which outlines the procedures that educators, staff and volunteers follow when obtaining or refusing written authorisation from a parent or person authorised and named in the enrolment record relating to the:

- Self-administration of medication (regulation 96)
- Children leaving the education and care service premises (Regulation 99)
- Authorisation for excursions (regulation 102)

A child over preschool age may self-administer medication if written authorisation is provided by a person with the authority to consent to the administration of medication. The medical conditions policy includes practices for self-administration of medication (see Health Information and Medication policies).

The risk assessment for an excursion may indicate that the particular needs and/or safety and wellbeing of a child or group of children may not be able to be met

(See Excursion policy).

Procedure

The responsible person/nominated supervisor and educators will:

- Implement the Health, Medication, Arrival and Departure and Excursion policies
- Undertake a risk/benefit assessment in consultation with the family whenever a parent/guardian or authorised nominee provides written authorisation for a child to:
 - Self-administer medication.
 - Children leaving the premises in accordance with the written authorisation named in child's enrolment record

Undertake a risk/benefit analysis in consultation with the family whenever the risk assessment for an excursion indicates that ECMS is not able to adequately protect a child or children from hazards or is not able to provide for their particular needs and wellbeing. (See 2.30.1: Attachment 1: Risk/Benefit Assessment Template Guidelines

Policy Created Date	July 2014, Reviewed July 2016
Policy Review Date	September 2018
Sources and Further Reading	Education and Care Services National Law 2010: Section 155, 165, 167, 175 Education and Care National Regulations 2011: Regulations 92, 93, 96, 99, 100, 101, 102, 161, 168
Related to NQS Q.A	2.1.1, 2.3, 5.1, 5.2, 6.1.1, 6.2.1, 6.3.2

Attachments

2.30.1 : Risk/Benefit Assessment Template Guidelines