



Acceptance and Refusal of Authorisation

Purpose of this Policy

To ensure we have clear processes for all requirements relating to acceptance and refusal authorisation as determined by the law.

Authorisation documents are required for the following situations.

- Medical treatment of a child including transportation by an ambulance service
- Emergency Medical treatment
- Collection of children

All of these are included and authorised in the initial enrolment process. These can be amended at a later date if required; amendments must be in writing to the service. Email is the preferred method of communication, bookings@schoolsupportservices.com.au

The procedure as outlined below should be followed by educators when the following is required:

- Administration of medication (including self-administered if applicable)

School Support Services educators will:

- In cases of administration of medication, educators will ensure a 'Medication Record' form is completed with the following outlined:
 - the name of the child
 - the authorisation to administer medication (including, if applicable, self-administration), signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication
 - the name of the medication to be administered (as per outlined on original container)
 - the time and date the medication is to be administered
 - the dosage of the medication to be administered (as per outlined on original container)
 - the manner in which the medication is to be administered
 - the period of authorisation from and to (if long term medication)

- Educators will ensure all information is documented in full on the child's enrolment form upon enrolment and kept up to date.
- Educators will ensure any changes to enrolment records are in writing and authorised by a parent/guardian outlined on initial enrolment records.
- Educators will check identification of any person they have not met previously, authorised to collect a child as outlined on enrolment record.
- Have written authorisation from parents or guardians outlining permission to take children outside of the service. For example, sports classes' onsite in school grounds during an OSHC session.

The service may refuse to accept a written authorisation. For example, while the National Law does not specify a minimum age of person who is authorised to collect a child from the service premises, the approved provider may take a policy position to refuse authorisations for persons under the age of 16 years to collect a child. In such cases the service will do the following:

- Service Coordinator will liaise with Operations Manager in regards to the nature of the refusal.
- The service will respond in writing when refusing a written authorisation. We will use the method of email where possible.

Parents/guardians are responsible for:

- Keeping enrolment records current. Any changes should be outlined in writing and emailed to bookings@schoolsupportservices.com.au
- Outlining on enrolment record if child requires medication to be self-administered or administered at home
- Outlining in writing any changes to child's after school care requirements. For example: if child is to arrive later or leave early due to sports commitments etc.
- Providing at least two authorised nominees on enrolment record
- Completing a medication record in cases child will require medication to be administered
- Ensure any medication required is brought to the service in its original labelled container.

Volunteers and students, while at the OSHC service, are responsible for following this policy and its procedures