

4.2 ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

Policy

To provide the family day care service, family day care educators and families with a clear procedure for obtaining authorisations from a parent/guardian or authorized nominee in the following circumstances:

- Administering medication to children (regulation 92),
- Children leaving the premises in the care of someone other than their parent other than in the case of an emergency (regulation 99),
- Children being taken on excursions (regulation 102).

Procedure

1. Mackay Family Day Care Scheme will ensure that documentation relating to authorisations contains:
 - the name of the child attending the service,
 - the date the form was completed and
 - the signature of the parent/guardian.
2. Families must ensure that they complete in full, the authorised nominee section of the child's enrolment form and/or additional nominee form.
3. These authorisations will be kept as part of the enrolment record at the scheme office.
4. Educators will keep a copy of these authorisations as part the enrolment record at the family day care residence or venue.
5. Educators will apply these authorisations to the administration of medication, collection of children and permission for excursions.
6. Authorisations that are not completed in full will be refused until all necessary information is obtained from the parent

Date Implemented	Review Date	Date Updated	Source
2016 May	2017 November 2019 May 2020 November	2019 May	• Child Care Service Handbook