

4.5 ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

Policy Statement:

Mackay Family Day care Scheme provides clear and transparent guidelines for obtaining authorisations from a parent/guardian or authorized nominee.

Where activities require authorisation, either to comply with national regulations, or to comply with scheme policies, MFDC requires that the authorisation is provided in writing and is dated.

Background:

Under the Education and Care Services National Regulations, an approved provider must ensure that policies and procedures are in place in relation to the acceptance and refusal of authorisations (regulation 168) and take reasonable steps to ensure those policies and procedures are followed (regulation 170)

Legislative Requirements:

Regulation	Description
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 102	Authorisation for excursions.
Regulation 102D	Authorisation for service to transport children.
Regulation 160	Child enrolment records to be kept by approved provider and family day care educator.
Regulation 161	Authorisations to be kept in enrolment record.
Regulation 168	Education and care services must have policies and procedures.
Regulation 170	Policies and procedures must be followed.
Regulation 171	Policies and procedures to be kept available

Procedures:

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.
5. Authorisations will be refused in the following circumstances:
 - An authorisation is signed by a person who is not listed as authorised to do so.
 - If an educator is asked to administer medication that is not in accordance with the requirements of regulation 95.
 1. prescription medication must be in its original container, bearing the original label with the name of the child to whom the medication is to be administered, and before the expiry or use by date.)
 2. Medication must be administered in accordance with and instructions.
 - A person authorised to take a child does not appear fit to care for them.
 - A person authorised to take a child is under 17 years of age.

Date Implemented	Review Due	Date Reviewed	Date Updated	Source
2016 May	2017 November 2019 May 2020 November 2022 May 2023 January 2024 August	2017 November 2020 November	2019 May 2021 July 2023 February	• Child Care Service Handbook

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