

Acceptance and Refusal of Authorisations

Policy Statement

The transfer of duty of care is an essential practice that requires authorisations from parents / guardians to be legally binding and transparent. By obtaining the acceptance and / or refusal of authorisations for our participants we assist in the provision of safe and informed practices

Objective

- To outline what constitutes a correct authorisation or refusal of authorisation
- To ensure a safe space for participants while in care
- To obtain authorisation from parents / guardians on enrolment to safeguard the participant's health and wellbeing.
- To ensure Y People have the required information and authorisations for the participant to engage in our programs.
- To ensure correct authorisation is obtained, referred to and applied appropriately ensuring minimisation of risk

Policy

The Customer Service Team, Nominated Supervisors / Managers will ensure all services obtain enrolment, medical and excursion parent / guardian authorisations as specified under their relevant regulatory bodies and Y Canberra Region Policy.

Y Canberra Region reserves the right to refuse a participant's enrolment into the program if the enrolment is NOT completed accurately by the parent / guardian with all required authorisations accounted for.

1. Authorisations and details to be kept on the enrolment records

- Authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or Ambulance service
- Authorisation for the transportation of the child by an ambulance service
- The name, address and telephone number of the child's registered medical practitioner or medical service and if available the child's Medicare number
- The name of the parent or guardian providing authorisation
- The signature of the person providing authorisation
- The date the authorisation is signed.

Y CANBERRA REGION - ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

| Ref # | Owner | Internal/External | Approved | Last Amended | Status |
|-------|-------------------------------------|-------------------|------------|--------------|----------|
| R017 | Children Services Executive Manager | Internal | 01/02/2014 | 18/08/2023 | Approved |

2. Authorisations for medical management

- Authorisation for the consent to administer medical treatment e.g. first aid
- Authorisation to the consent to administer medication
- Authorisation to implement medical risk, communication and action plans
- Authorisation to implement Individual Behavioural Support Plans

Authorisation is NOT required when a participant needs emergency medical treatment e.g. asthma. Y People can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered

3. Authorisations for Excursions / Incursions / Regular Outings

If the excursion is a regular outing, the authorisation is only required annually i.e. at the time of enrolment.

Authorisation (Permission) Forms include:

- The name of the child
- The date of the excursion (unless the authorisation is for a regular outing, please specify details)
- A description of the proposed destination for the excursion
- The method of transport to be used
- The proposed activities to be undertaken by the child during the excursion
- The period the child will be away from the premises
- The anticipated number of children likely to be attending the excursion

4. Authorisation to collect participants

Collection of children authorisations are included and authorised as part of the child's enrolment record.

Y People require the below information as authorisation to collect participants:

- The name of the child
The name of the parent /guardian or the authorised nominee of the participant providing authorisation
- The name of the person/s authorised by the parent /guardian or authorised nominee recorded to collect the participant from the premises
- The relationship to the participant authorised to collect from the premises
- The signature of the person providing authorisation
- The period of authorisation, from and to
- The date the authorisation is signed.

When a person nominated other than a parent/guardian, or authorised collect person on the enrolment form is asked to collect a participant the parent/guardian or authorised nominee must:

- *Provide verbal authorisation*
- *Have person collecting show photo identification*
- *follow up their verbal request with written authorisation via email*

Y CANBERRA REGION - ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

| Ref # | Owner | Internal/External | Approved | Last Amended | Status |
|-------|-------------------------------------|-------------------|------------|--------------|----------|
| R017 | Children Services Executive Manager | Internal | 01/02/2014 | 18/08/2023 | Approved |

NOTE: A person under the age of 16 will not be permitted to collect a child from our services unless written authorisation has been granted from the services Executive Manager

Related Policies and Procedures

Enrolment Policy
 Medication Administration Policy
 Medical Conditions Policy
 Medical Condition, Dietary, Behaviour Support Requirements Form
 Excursion, Incursion and Regular Outings Policy
 Excursion, Incursion and Regular Outings Permission form

Definitions

Parent / Guardian - Parental responsibility is a term defined under section 61C of the Family Law Act 1975, which means “all the duties, powers, responsibilities and authority which, by law, parents have in relation to children”. These can only be changed by a court order, parenting order or parenting plan.

Authorised Nominee – An authorised nominee means a person who has been given permission by a parent / guardian to collect the participant from the service. These persons are also authorised to consent to medical treatment of, or to authorise administration of medication to, the child in addition to being authorised to collect the participant from the premises if required.

Nominated Supervisor / Manager - The nominated supervisor / manager is the person with responsibility for the day to day management of the service. People who hold a signed Nominated Supervisor Consent form (NSO1) are eligible to be a nominated supervisor of a service (CS only).

Roles and Responsibilities

| Department/ Area | Role / Responsibility |
|---|--|
| Nominated Supervisor / Manager Customer Service Team | <p>Is responsible for the development, monitoring, and review of the policy and related systems, ensuring content meets all legislated authorisation requirements.</p> <p>To facilitate policy awareness to Y People on the appropriate implementation and use of the policy.</p> <p>Is responsible for addressing any instance of non-compliance with this policy- and implementing strategies to help prevent non- compliance with this policy.</p> <p>Responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</p> |
| Y People | <p>Responsible for meeting the requirements outlined in this Policy.</p> <p>Responsible for raising concerns or complaints in accordance with this Policy.</p> |

Y CANBERRA REGION - ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

| Ref # | Owner | Internal/External | Approved | Last Amended | Status |
|-------|-------------------------------------|-------------------|------------|--------------|----------|
| R017 | Children Services Executive Manager | Internal | 01/02/2014 | 18/08/2023 | Approved |

| | |
|----------------------------|---|
| Parents / Guardians | <p>Responsible for ensuring the completion of the Y Canberra Region enrolment process.</p> <p>Responsible for the completion of all required authorisations</p> <p>Accept responsibility for not completing the entire enrolment process with the understanding that the enrolment may be refused or cancelled.</p> <p>Allocate authorised nominees to collect participants in the case where they are unable.</p> <p>Complete any required signed authorisations for medical conditions and medication administration</p> <p>Complete any required authorisations for Y People to take participants out of the service e.g. excursions / regular outings</p> |
|----------------------------|---|

Monitoring, Evaluation and Review

Due for review April 2023

Supporting Documents (procedures, legislation, forms, work practices)

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

- Regulation 161 – Authorisations to be kept in enrolment records
- Regulation 177 – Prescribe enrolment and other documents to be kept by approve providers

Family Law Act 1975

ACECQA - National Quality Framework

Y CANBERRA REGION - ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

| Ref # | Owner | Internal/External | Approved | Last Amended | Status |
|-------|-------------------------------------|-------------------|------------|--------------|----------|
| R017 | Children Services Executive Manager | Internal | 01/02/2014 | 18/08/2023 | Approved |