

# The Kinder Garden



## Acceptance and Refusal of Authorisations Policy

### Aim

The Kinder Garden aims to ensure that authorisations are in accordance with the Education and Care Services National Regulations 2011.

### Legislative Requirements

Education and Care Services National Regulation 2011  
Education and Care Services National Law Act 2010

### Who is affected by this policy?

Staff  
Families  
Child  
Management

### Implementation

It is the responsibility of the Nominated Supervisor to ensure that the documentation for each child in relation to authorisations is correct and current.

In order to achieve this:

The Nominated Supervisor will make sure the authorisations contain:

- Full Name of the Child
- Date of authorisation
- Signature of Parent/Guardian or Authorised Nominee on enrolment form
- Original Documentation in Child's file

The Nominated Supervisor will advise the Parent/Guardian that these authorisations apply to

- the collection of children
- administration of medication
- excursions and
- access to children's records

The Nominated Supervisor will keep authorisations in the child's enrolment record.

The Nominated Supervisor will exercise the right of refusal if written or verbal authorisations do not comply.

The Nominated Supervisor will override authorisations where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma, where the service will administer medication, and then contact the parent/guardian as soon as possible after the treatment has been administered.

***An Authorised Nominee must be a minimum age of 18 years old to sign a child in or out of the Education and Care Service unless mutually agreed in writing by the Nominated Supervisor/Approved Provider and parent/guardian.***

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

### Sources

Education and Care Services National Law Act 2010  
Education and Care Services National Regulation 2011

### Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Reviewed:** February 2017

**Date for next review:** February 2018