



Acceptance and Refusal of Authorisation

(QUALITY AREA 7: LEADERSHIP AND SERVICE MANAGEMENT)

Background

Konomi kindergarten recognises and respects the importance of privacy and confidentiality as an individual right and a basis for building partnerships. This policy has been developed with regard to the *Information Protection Principles (IPPs) (2003)* and pursues the highest standard in the protection and preservation of privacy and confidentiality.

Konomi Kindergarten requires authorisation for actions such as administration of medications, collection of children, excursions and providing access to personal records. This policy outlines what constitutes a correct authorisation and what does not, and may therefore result in a refusal.

Aims

Konomi Kindergarten will:

Ensure that we only act in accordance with correct authorisation as described in the *Education and Care Services National Regulations, 2011*. Appropriate use, storage and disposal of records.

Strategies

The Nominated Supervisor will:

1. Ensure documentation relating to **authorisations** contains:
 - a) the name of the child enrolled in the service;
 - b) date;
 - c) signature of the child's parent/guardian, or nominated contact person who is on the enrolment form;
 - d) the original form/letter/register provided by the service.
2. Apply these authorisations to the collection of children, administration of medication, excursion and access to records.
3. Keep these authorisation in the enrolment record.
4. Exercise the right of refusal if written or verbal authorisations do not comply.
5. Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The service can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered.

Evaluation

Correct authorisation is obtained, referred to and applied appropriately ensuring reduction in possible risk

Statutory Legislations

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011, (168 – 2-m), 94(exception to authorisation requirement-anaphylaxis or asthma emergency)

Sources

- ❖ Children (Education and Care Services National Law Application) Act 2010
- ❖ Education and Care Services National Regulations 2011

Policy review:

This policy was reviewed in May 2014

Next review date: May2015/earlier if require