

ECH012 – ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY

POLICY CONTEXT

Willunga Waldorf School is a co-educational and inclusive school. The school's mission is to provide Steiner education from early childhood to year 12, based on the work of Rudolf Steiner. This education is driven by a deep understanding and respect for the developing and unfolding human being.

The School seeks to be a safe, just, compassionate, responsive and inclusive place for all.

PURPOSE AND SCOPE

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).

This document outlines Willunga Waldorf School's policy and procedures regarding the acceptance and refusal of written authorisations to help to ensure that the health, safety, wellbeing and best interests of all children are met.

This policy applies to all staff and families enrolled in Willunga Waldorf School's early childhood programs.

DEFINITIONS

ACECQA – Australian Children's Education and Care Quality Authority

The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including providing guidance, resources and services to support the sector to improve outcomes for children. (acecqa.gov.au)

Early Childhood Programs

At WWS, this includes the Kindergarten and Reception years: Jacaranda, Hollyhock and Golden Wattle.

Approved Provider

This is the Willunga Waldorf School (WWS).

Nominated Supervisor

At WWS, this role is held by the Head of School.

Responsible Person

At WWS, this role is held by the Early Childhood Faculty Leader.

Authorised Nominee

A person who has been given permission by a parent or legal guardian to collect the child from WWS early childhood class.

Educator

Throughout this document, the term 'Educator' refers to all early childhood teachers and assistants.

Parent

For the purpose of this document, "parent" refers to parents and legal guardians.

POLICY STATEMENT

Willunga Waldorf School acknowledges and accepts its duty of care and responsibility for the health and safety of the children in our care. Keeping our children safe is our paramount consideration.

We have comprehensive processes in place for managing authorisations that are sensitive to the needs of children and their families, and to safeguard the wellbeing of children at all times. These processes are reviewed regularly to ensure good governance, effective management of authorisation procedures, and compliance with all relevant state and federal laws and regulations.

Through authorisations, parents are made aware of risks and can make informed decisions whether or not to proceed, thus strengthening the partnership between the School and families.

We value the important role our educators and ancillary staff play. They are provided with the necessary training and support to act in accordance with authorisations provided.

The following authorisations are collected for children enrolled in our early childhood programs:

- Authorisation to administer medication to children (regulation 92)
- Authorisation to seek medical treatment for children and transportation by an ambulance service (regulation 161)
- Authorisation for children to leave the premises in the care of the parent or the authorised nominee (regulation 99)

Willunga Waldorf School early childhood classes do not conduct excursions or provide transportation to or from our school.

PROCEDURES**1. AUTHORITY TO ADMINISTER MEDICATION**

- If medication is required to be administered to a child during their time at school, parents must complete a Medication Agreement Form.
- No medication can be administered until the appropriate documentation has been received.
- Medication not provided in its original container will not be administered by the school.
- In the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation (regulation 94).

Please also see *ECH013 Managing Medical Conditions in Children* policy and procedures.

2. AUTHORISATION TO SEEK MEDICAL TREATMENT FOR CHILDREN AND TRANSPORTATION BY AN AMBULANCE SERVICE

At the beginning of enrolment, parents are asked via Consent2go to consent to their child receiving emergency medical treatment at school. Parents also consent to the school calling an ambulance when deemed necessary.

3. AUTHORISATION FOR CHILDREN TO LEAVE THE PREMISES IN THE CARE OF THE PARENT OR THE AUTHORISED NOMINEE

- Children may be collected by authorised persons only. No child may leave the premises with a person other than their parent or an authorised nominee.
- Parents are required to provide details of authorised nominees via the *Authorised Collectors Form* at the start of each school year and inform the school in writing of any changes to authorised nominees immediately.
- In extenuating circumstances, such as emergency situations, parents may call the Front Office and provide verbal authorisation for their child to be collected by someone not named on the Authorised Collectors Form.
- Court Orders:
 - Families must provide the school with any court orders pertaining to the custodial arrangements of their child/ren.
 - Educators and staff must act in accordance with any court orders in place for children.
 - Parents who have limited access to their children via a custody order will be required to honour this during school hours. Failure to do so will result in the Nominated Supervisor or Responsible Person informing the custodial parent.
 - Where there are concerns for the safety of the child, the Head of School may also inform SA police.

ROLES AND RESPONSIBILITIES

Role	Responsibility
Approved Provider	• Ensure that obligations under the Education and Care Services National Law and National Regulations are met. • Ensure that an enrolment record is kept for each child that includes authorisations signed by a parent or a person authorised to consent to the medical treatment of the child if relevant, in relation to: ○ Seeking medical treatment from a registered medical practitioner, hospital or ambulance service; ○ Transportation by an ambulance service. • Ensure that a medication record is kept that includes the authorisation to administer medication signed by a parent or a person named in the enrolment record (regulation 92). • Ensure that medication is only administered or self-administered if authorised or, in an emergency, authorisation is provided verbally by: ○ a parent or a person named in the enrolment record; ○ a registered medical practitioner or an emergency service if the parent or person named in the enrolment record cannot be contacted (regulations 93, 96). • In the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation (regulation 94). • Ensure that children only leave the school premises with a parent, an authorised nominee named in the enrolment record, or a



	person named on the Authorised Collectors Form to collect the child (regulation 99). • Ensure systems requiring authorisations are in place for other legal requirements or quality practices, e.g. photos of children and privacy (regulation 168(2)(ha)(ii)). • Ensure authorisations are kept up-to-date. • Put in place processes for circumstances where authorisations are refused/not applicable. For example: ◦ where the school is asked to administer medication that is not in its original container (see regulation 95); ◦ when leaving the school, the parent, authorised nominee or person as listed in regulation 99 does not appear to be fit to take the child; ◦ the child has been given authorisation to leave the school alone; however the environment they would be in is unsafe. • Take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow this Acceptance and Refusal of Authorisations policy and procedures. • Ensure that copies of this policy and associated procedures are readily accessible to nominated supervisors, coordinators, educators and staff, and available for inspection. • Notify families at least 14 days before changing this policy or procedures if the changes will: ◦ affect the fees charged or the way they are collected; or ◦ significantly impact the service's education and care of children; or ◦ significantly impact the family's ability to utilise the service.
Nominated Supervisor	• Implement the <i>Acceptance and Refusal of Authorisations</i> policy and procedures • Ensure that the child's family completes and signs authorisations in the enrolment record and medication record (if relevant) before the child commences at the service • Ensure that medication is only administered (or self-administered if authorised) or, in an emergency, authorisation is provided verbally by: ◦ a parent or a person named in the enrolment record ◦ a registered medical practitioner or an emergency service if the parent or person named in the enrolment record cannot be contacted • In the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation • Ensure that children only leave the service premises with a parent, an authorised nominee named in the enrolment record, or a person named in the enrolment record to collect the child • Implement and oversee authorisation systems for other legal requirements or quality practices, e.g. photos of children and privacy (regulation 168(2)(ha)(ii)) • Ensure authorisations are kept up-to-date • Implement processes for circumstances where authorisations may be refused/not applicable. • Implement authorisation systems for other legal requirements or quality practices, e.g. photos of children and privacy (regulation 168(2)(ha)(ii))
Teachers and Assistants	• Ensure all action plans are carried out in line with the <i>Acceptance and Refusal of Authorisations</i> policy and procedures



(Educators)	• Ensure that medication is only administered or self-administered if authorised or, in an emergency, authorisation is provided verbally by: ◦ a parent or a person named in the enrolment record ◦ a registered medical practitioner or an emergency service if the parent or person named in the enrolment record cannot be contacted. • In the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation. • Ensure that children only leave the service premises with a parent, an authorised nominee named in the enrolment record, or a person named in the enrolment record to collect the child.
Registrar	• Ensure that the child's family completes and signs authorisations in the enrolment record and medication record (if relevant) before the child commences at the service. • Ensure authorisations are kept up-to-date. • Implement processes for circumstances where authorisations may be refused/not applicable.
Families	• Complete and sign authorisations in the enrolment record and medication record (if relevant) before their child commences at the service • Ensure any changes to authorisations or contact details are kept up-to-date • Be familiar with circumstances where authorisations may be refused/not applicable

STAFF INDUCTION AND TRAINING

- Induction of new staff includes making them aware of all policies and procedures and ensuring they understand their role and responsibilities.
- Policies and procedures, including this *Acceptance and Refusal of Authorisations* policy and its associated procedures, are discussed regularly at Faculty Meetings.
- The Registrar regularly reviews procedures for collecting authorisations and communicates with the administration team and Early Childhood Faculty Leader.

BREACH OF POLICY

- Staff in breach of this policy may face disciplinary action, including suspension or termination of employment for repeated breaches.
- Families who do not provide required authorisations for their children may not be able to attend the service until authorisations have been received. Enrolment may be terminated for repeated breaches. The decision to suspend or terminate an enrolment rests with the Head School.

POLICY ACCESS

- Hard copies of policies are available to staff in the kindergarten and Golden Wattle offices.
- Electronic copies of policies are available on the School's website and staff apps. Hard copies of policies are also available in the shared Jacaranda/Hollyhock area and can be made available to parents upon request.
- Families will be notified by email at least 14 days beforehand of any changes if they:
 - affect the fees charged or the way they are collected, or
 - significantly impact the service's education and care of children, or
 - significantly impact the family's ability to utilise the service.



RELATED POLICIES, PROCEDURES, DOCUMENTS AND LEGISLATION

Related School Policies, Procedures and Guidelines	• STU001 Child Safe Environment Policy • STU012 Photography Policy • EM001 Critical and Traumatic Incident Management Policy • EM003 Emergency Procedures • ECH003 Nutrition, Food, Beverages and Dietary Requirements Policy • ECH006 Delivery and Collection of Children • ECH007 Excursion Policy • ECH011 Governance, Management and Confidentiality of Records • ECH013 Managing Medical Conditions in Children • ECH015 Incident, Injury, Trauma and Illness Policy and Procedures • WHS003 School Community Code of Conduct • WHS009 Administration of First Aid Policy and Procedures • GOV007 Enrolment Policy
Related Legislation and Regulatory Requirements	National Quality Standards (NQS) • QA2: Children's Health and Safety ◦ 2.2 Safety: Each child is protected. • QA6: Collaborative Partnerships with Families and Communities ◦ 6.1 Supportive relationships with families: Respectful relationships with families are developed and maintained and families are supported in their parenting role. • QA7: Governance and Leadership ◦ 7.1.2 Management Systems: Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe. Education and Early Childhood Services (Registrations and Standards) Act 2011 • Section 2A Paramount consideration—safety, rights and best interests of children • Section 165 Offence to inadequately supervise children • Section 167 Offence relating to the protection of children from harm and hazards Education and Care Services National Regulations 2011 • Regulation 92 Medication record • Regulation 93 Administration of Medication • Regulation 94 Exception to authorisation requirement – anaphylaxis or asthma emergency • Regulation 99 Children leaving the education and care service premises • 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 service must have policies and procedures • Regulation 170 Policies and procedures to be followed • Regulation 171 Policies and procedures to be kept available • Regulation 172 Notification of change to policies or procedures
Source Documentation	• Early Years Learning Framework https://www.acecqa.gov.au/sites/default/files/2018-02/belonging being and becoming the early years learning framework for australia.pdf • National Quality Standard https://www.acecqa.gov.au/ • Guide to the National Quality Framework (ACEQA) https://www.acecqa.gov.au/nqf/about/guide
Cross sector Guidelines (SA)	• DHS – National Principles for Child Safe Organisations • Protective Practices for staff in their interactions with children and young people

VARIATION AND REVIEW

The School reserves the right to vary, replace or terminate this policy from time to time. Unless altered earlier, this policy will be reviewed every three (3) years.

Responsible Person	Early Childhood Faculty Leader
Policy Approver	Head of School
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