	Policy Name:	OSHC – Acceptance and Refusal of Authorisation Policy	Date of approval:	May 2020
	Responsible:	OSHC	Review date:	April 2023



## OSHC – Acceptance and Refusal of Authorisation Policy

### RATIONALE

Our OSHC 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.

### PURPOSE

We will ensure that we only act in accordance with correct authorisation as described in the Education and Care Services National Regulations, 2011.

### RELEVANT LEGISLATION

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011: 168

### LINKS to the NATIONAL QUALITY STANDARD


- 7.3 Administrative systems enable the effective management of a quality service

### PRACTICES

The Nominated Supervisor will:

Ensure documentation relating to authorisations contains:

- + The name of the child enrolled in the service
- + Date

	Policy Name:	OSHC – Acceptance and Refusal of Authorisation Policy	Date of approval:	May 2020
	Responsible:	OSHC	Review date:	April 2023

- + Signature of the child’s parent/guardian, or nominated contact person who is on the enrolment form
- + The original form/letter/register provided by the service.
- + Apply these authorisations to the collection of children, administration of medication, excursion and access to records.
- + Keep these authorisations in the enrolment record.
- + Exercise the right of refusal if written or verbal authorisations do not comply.
- + 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.

**Last reviewed on: May 2020**

**To be reviewed every 3 years.**