
ARANDA AFTERS ASSOCIATION INCORPORATED



ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY

Implemented	Updated/Reviewed	Next Review Due By
June 2015		June 2018

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1 REFERENCES

NATIONAL QUALITY STANDARDS

2.3.1	Children are adequately supervised at all times.
2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

NATIONAL REGULATIONS

92	Medication record.
93	Administration of medication.
99	Children leaving the education and care service.
102	Authorisation for excursions.
160	Child enrolment records to be kept by approved provider.
161	Authorisations to be kept in enrolment record.
168	Education and care services must have policies and procedures.

2 AIM

Aranda Afters aims to provide clear and transparent policies and procedures for authorisations. This helps staff and parents understand exactly what they need to do.

3 IMPLEMENTATION

Where activities require authorisation, either to comply with national regulations, or to comply with our service policies, our service requires that the authorisation is provided in writing and is dated. These activities include:

- Administration of medication.
- Administration of medical treatment, general first aid products and ambulance transportation.
- Excursions and incursions – including regular outings.
- Taking of photographs and videos by people who aren't educators.
- Water based activities.
- Enrolment of children including naming of authorised nominees and persons authorised to consent to medical treatment or trips outside the service premises.

The format of written authorisations required under the national law must comply with the regulations. Please see specific policies for more information.

Our service does not accept verbal authorisations except in situations requiring:

- Emergency administration of medication: including emergencies involving anaphylaxis or asthma.

4 SOURCES

- Education and Care Services National Regulations 2011
- National Quality Standard