



**Y WA**  
**ACCEPTANCE AND REFUSAL OF**  
**AUTHORISATIONS PROCEDURE**  
**ELCOSHCFDC**

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## VERSION CONTROL

Version	Description of Revision	Date Effective	Owner
V3.0	Reviewed		EM SD
V4.0	<p>Review following introduction of Acceptance and Refusal of Authorisations YMCAs of Australia Policy</p> <ul style="list-style-type: none"> <li>• Updated scope &amp; responsibilities</li> <li>• Inclusion of definition of Authorised Nominees</li> <li>• Inclusion that a written authorisation from a parent or guardian cannot override a legal instruction</li> <li>• Inclusion of reference to Acceptance and Refusal of Authorisations YMCAs of Australia Policy</li> </ul>	03/10/2019	EM SD
V5.0	Reviewed	29/06/2022	EM SD
v5.1	<p>Reviewed for Xplor implementation Renumbered to EYL-ELCOSHCFDC-04-13-POL and combines the following:</p> <ul style="list-style-type: none"> <li>• FDC Acceptance and refusal of Authorisations Procedure SD-FDC-03-14, ELCO (changed from CS section 03 Staffing to 04 Health and Wellbeing)</li> <li>• ELC OSHC Acceptance and refusal of Authorisations Procedure SD-ELCOSH-02-14, ELCO (changed from CS section 02 Management to 04 Health and Wellbeing)</li> </ul> <p>EM SD updated to EM EYL</p> <p>See also EYL-ELCOSHCFDC-04-13-PROD</p> <p>Updated to align with Medication Management Procedure and Policy SD-FDC-04-17-PROD. Cross checked with enrolment form.</p> <p>Strengthened reference to Safeguarding Children and Young People.</p> <p>Strengthened refusal procedures and circumstances. This version now includes references to young people.</p> <p>Procedure includes refusal procedure</p>	May 2024	EM EYL

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## 1. PURPOSE

This procedure should be read in conjunction with the Y WA Acceptance and Refusal of Authorisations Policy.

The Y WA obtains written authorisation from parents/guardians, and authorised nominees in some circumstances, to ensure educators and staff are consistent in how authorisations are managed and what constitutes a correct authorisation and what does not.

There may be circumstances which lead to a refusal of an authorisation.

## 2. SCOPE

This procedure applies to all Y WA childcare services, Y WA Management, FDC educators and families accessing Y WA Services.

The Y WA takes reasonable steps to ensure Y people are trained in and follow these procedures.

## 3. ENROLMENT FORM

Y WA requires written authorisation from the parent through the completion of the child or young person's enrolment form

## 4. REFUSAL

There are some circumstances where an authorisation may be refused or not followed.

### 4.1 Incomplete authorisation

Return the authorisation/permission form to the family or authorised person if incomplete or inappropriately signed.

Ensure that no actions are taken regarding the specified activity requiring authorisation until the authorisation form has been fully completed and signed by an authorised individual.

### 4.2 Authorisation for excursions

An authorisation for a child to attend an excursion or participate in an event may be refused if

- the authorisation received by the service for an excursion does not appear to have been signed by a person authorised to sign, or,

- the FDC Educator, Nominated Supervisor or Responsible Person in charge reasonably believes that the participation in the excursion or activity would not be in the best interest of the child's health, safety or wellbeing, e.g., if a child is visibly unwell.

#### **4.3 Administration of medication**

Circumstances when an authorisation might be refused are:

- Someone, who has not been listed as authorised to authorise administration of medication to a child, asks the service to administer medication to the child.
- The service is asked to administer medication to a child that does not meet the requirements of a Regulation or Y WA Policy, e.g., medication is not in its original container, past its use-by date, or not prescribed for the child.

#### **4.4 Self-administration of medication**

Before accepting or refusing an authorisation for a child to self-administer medication the educator/responsible person should consider and be satisfied that:

- the child is capable of self-administering,
- the drug is stored safely during service time.

#### **4.5 Children leaving the education and care service premises**

Circumstances where an authorisation might be refused include:

- The educator or nominated supervisor or responsible person in charge has serious concerns for the child's health, safety or well-being.
- A parent or any other authorised nominee, does not appear to be fit and well enough to collect and take care of the child due to being under the influence of medication, alcohol or other drug at the time of collection.
- An adult, sibling, or older child authorised to take another child out of the service does not appear capable of safely doing so.
- The child, authorised to leave the service alone, does not appear capable, or the environment they would be in alone is unsafe.
- The educator becomes aware that the person collecting does not have a safe and suitable way to transport the child e.g., child will be a passenger on a bike without restraints or helmet, child or young person will be unrestrained in car e.g. no baby capsule.
- The Nominated Supervisor or Responsible Person in charge reasonably believes that the collection is not in the best interest of the child's health, safety

or wellbeing

- There is knowledge or reasonable belief of a parenting or court order restricting access or collection.
- The authorisation contravenes another policy.

#### **4.6 Where refusal of an authorisation is deemed necessary:**

Where it is reasonably determined to refuse or not follow an authorisation,

- that is not in the best interest of the child to be released from care, or
- to apply or administer medications, or
- or to attend excursions, outings or other activities, or
- it contravenes a regulation, or Y WA service policy,
- the parent has not responded to requests for updates to authorisations.

The educator, nominated supervisor or responsible person will consider the best alternative available at the time to ensure the health, safety and wellbeing of the child.

This may include, but not limited to:

- Contacting a parent or alternative person who is authorised to collect.
- Suggesting the child remains at the service until a suitable collection can be conducted.
- Arranging alternative transport where practicable.
- Contacting the local police station or dialling 000 if deemed necessary.

## **5. COMMUNICATION REFUSAL OF WRITTEN AUTHORISATION**

Notify families of any refusals and provide the reason for the refusal. Offer the opportunity to rectify the reason for the refusal within the Y WA policy framework.

### **5.1 Incomplete form**

Where a form is not fully completed or signed return the form to the parent for completion.

### **5.2 Child not released**

If the service refused an authorised nominee to collect the child

- Why the person appeared to be unfit, or
- not capable of caring for the child, or

- The siblings or older children or person under 16 years of age does not appear to be capable of taking responsibility for the safety of the child, and
- what action was taken to ensure that the child was collected.

## **6. RESPONSIBILITIES**

### **6.1 Y WA Childrens Services Management team Responsibilities**

The children's services management team will support educators, directors and nominated supervisors by:

- Reviewing Medical Management Plans (MMPs) quarterly, ensuring any changes or amendments are updated and communicated to the child's educator immediately—within 24 hours—along with an assigned acknowledgment form.
- Requiring educators to provide information and permission forms for excursions to families prior to any excursions.
- Being contactable by telephone while children are in attendance at the service, including during excursions and outings.

### **6.2 Parent Responsibilities**

- Ensure documentation and authorizations are completed or that alternative arrangements are agreed upon and remain current at all times.
- Complete all necessary records (attendance, illness, accident, medication, etc.).
- Promptly communicate any changes to Childrens information or status to the educator or approved provider.
- Provide medication in its original container, not past its expiration date, and hand it directly to the educator.
- Read and sign consent for medical treatment for your child, allowing them to receive treatment from a registered medical practitioner, hospital, or ambulance service if required, including transportation by an ambulance service.

- Discuss and negotiate outcomes that may lead to the refusal of authority for your child to attend an excursion if you believe the excursion or outing is unsafe or of no benefit.

## 7. ACTIONS WITHOUT AUTHORISATION

The lack of an authorisation may not prevent the service from taking action, for example

- in the case of emergency including asthma or anaphylaxis or
- other emergency when directed by emergency services or medical practitioner).

In these cases, an *Incident Report Form* including when first aid has been administered, to the child whilst attending the service will be completed and the parent informed as soon as practicable.