Procedure 1.05.1  
Acceptance and Refusal of authorisation

<table>
<thead>
<tr>
<th>Department</th>
<th>Community Relations and Leisure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Officer</td>
<td>Manager</td>
</tr>
</tbody>
</table>

Introduction

Bega Valley Shire Council education and care services require authorisation for actions such as the administration of medications, collection of children, excursions and providing access to personal records.

This procedure outlines what constitutes correct authorisation and what does not. Bega Valley Shire Council education and care services reserve the right to refuse authorisation in some circumstances.

Bega Valley Shire Council education and care services will act in accordance with correct authorisation as described in the Education and Care Services National Regulations, 2011.

Strategies

Enrolment

The Nominated Supervisor and Administrative Officer will:

- Ensure Commonwealth and State Priority of Access guidelines are followed when enrolling children, and that families receive additional assistance to complete all enrolment procedures if needed. This may include connecting the family to interpreter services.
- Work with families, interpreters and case-workers to plan an inclusive service orientation program for each child and family.
- Regularly review the enrolment and orientation process and identify how these could be improved.

Daily work with children and families

The Responsible Person in each education and care service will:

- Apply these authorisations to the collection of children, administration of medication, excursions and provision of access to information and records.
- Exercise the right of refusal if written or verbal authorisations do not comply, or the authorisation delegates responsibility for collection of a child, administration of medication, excursions and access to information and enrolment records to a child under the age of 16 years.
- Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis, epilepsy or asthma. The education and care services staff can administer medication without authorisation in these cases, provided they follow a child’s emergency or medical action plan (where available) and contact the child’s parent/guardian as soon as practicable after the medication has been administered.

Educators and Staff will:

- Implement correct authorisation procedures when administering medications, releasing children, gaining permission for excursions and providing access to personal records at all times.
Evaluation
Correct authorisation is obtained, referred to and applied appropriately to ensure optimum health, safety and well-being of children.

Statutory legislation and considerations
- Education and Care Services National Regulations, 2011.

References
- Community Child Care Co-operative, Sample Policy, Acceptance and refusal policy