



PATTERSON LAKES PRIMARY SCHOOL

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Outside School Hours Care – Acceptance and Refusal of Authorisations Policy

RATIONALE

To ensure the safety and wellbeing of children by abiding by the details of persons authorised for collection, permission to administer medication, authorise for the service to take a child outside the venue and consent for a child to receive emergency medical treatment, including transportation by ambulance, if required.

AIM

To ensure the details of which persons are authorised to collect children from the service are maintained in an accurate manner to ensure that children are only handed to persons appropriate to collect them at the end of the day. Patterson Lakes OSHC also reserve the right to determine if any written authorisation from a parent, guardian or authorised nominee will be accepted. In this way Patterson Lakes OSHC ensures that it meets its duty of care obligations under the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011. This policy provides a set of guidelines and procedures to:

- Ensure that children's enrolment records are maintained in an accurate manner at all times
- Ensure that all educators are aware of their legal obligations in relation to releasing children to authorised persons and the details of this policy
- Show details of the roles and responsibilities of parents/guardians, educators and Patterson Lakes OSHC in relation to all authorisations that are provided

IMPLEMENTATION

Responsibilities

The Approved Provider is responsible for:

- Ensuring that parents/guardians are provided with accessibility to a copy of all program policies.
- Ensuring that the Nominated Supervisor and all staff follow the policies and procedures of the program.
- Ensuring that all parents/guardians have completed contact details in the enrolment.
- Ensuring that the authorisations section of the enrolment has been completed.
- Ensuring that an attendance record is accurately maintained to account for all children attending the program
- Keeping a written record of all visitors to the program, including time of arrival and departure
- Ensuring that where children require medication to be administered by educators this is authorised in writing, signed and dated by a parent/guardian or authorised nominee, and ensuring that educators do not administer medication without the authorisation of a parent/guardian or authorised nominee, except in the case of an emergency, including an asthma or anaphylaxis emergency
- Ensuring educators allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised nominee
- Ensuring a child only departs from the program with a person who is the parent/guardian or authorised nominee, or with the written authorisation of one of these (only accepting authorisations for persons over the age of 18 to collect a child from the service), except in the case of a medical or other emergency
- Ensuring that there are procedures in place if an inappropriate person attempts to collect a child from the program (refer to Dropping Off and Picking Up Policy)
- Developing and enacting procedures for dealing with a written authorisation that does not meet the requirements outlined in program policies

The Nominated Supervisor is responsible for:

- Following the policy and procedures of the service
- Ensuring that medication is not administered to a child without the authorisation of a parent/guardian or authorised nominee, except in the case of an emergency, including an asthma or anaphylaxis emergency
- Ensuring a child only departs from the service with a person who is the parent/guardian or authorised nominee, or with the written authorisation of one of these (only accepting authorisations for persons over the age of 18 to collect a child from the service), except in the case of a medical or other emergency
- Ensuring a child is not taken outside the program premises on an excursion, except with the written authorisation of a parent/guardian or authorised nominee
- Informing the Approved Provider when a written authorisation does not meet the requirements outlined in program policies

Responsible Persons and other Educators are responsible for:

- Following the policies and procedures of the program

- Checking that parents/guardians have booked in via the online portal, therefore have completed dated permission forms for excursions
- Checking that parents/guardians or authorised nominees sign the attendance record as their child arrives at and departs from the service
- Administering medication only with the written authorisation of a parent/guardian or authorised nominee, except in the case of an emergency, including an asthma or anaphylaxis emergency
- Allowing a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised nominee
- Allowing a child to depart from the service with a person who is the parent/guardian or authorised nominee, or with the written authorisation of one of these (only accepting authorisations for persons over the age of 18 to collect a child from the program), except in the case of a medical or other emergency
- Following procedures if an inappropriate person attempts to collect a child from the service (refer to Dropping Off and Picking Up Policy)
- Informing the Approved Provider when a written authorisation does not meet the requirements outlined in program policies

Parents/Guardians are responsible for:

- Reading and complying with the policies and procedures of the program
- Completing and signing the authorised nominee section of their child's enrolment form before their child commences at the program
- Signing the attendance record as their child arrives at and departs from the service
- Completing the medication administration form where children require medication to be administered by educators/staff.

Procedures for refusing an authorisation

There may be times where Patterson Lakes OSHC refuse an authorisation, these decisions will be made on a case by case basis. Some examples of when an authorisation may be refused are:

- If someone who has not been listed as authorised to authorise administration of medication to a child, asks the staff at Patterson Lakes OSHC to administer medication to the child
- If the service is asked to administer medication to a child that it not in accordance with the requirements of regulation 95 such as, being administered from it's original container
- If the parent or any authorised nominee or person listed does not appear to be fit to take care of the child

On receipt of an authorisation from a parent/guardian that does not meet the requirements and is refused, the Approved Provider is to:

- Immediately explain to the parent/guardian that their authorisation contravenes service policy, and that it cannot be accepted
- Ensure that the parent/guardian is provided with a copy of the relevant service policy and that they understand the reasons for the refusal of the authorisation
- Request that an appropriate alternative authorisation is provided by the parent/guardian that complies with the requirements of the relevant service policy
- Ensure that procedures outlined in the relevant service policy are followed where a parent/guardian cannot be immediately contacted to provide an alternative authorisation
- Follow up with the parent/guardian, where required, to ensure that an appropriate authorisation is obtained

REFERENCES

- ACECQA National Quality Framework Resource Kit (2012)
- Quality Area 2 – Children's Health and Safety
- Quality Area 7 – Leadership and Service Management
- Education and Care Services National Regulations (2011) R 168, R 161, R 158, R 96, R 99-102
- Education and Care Services National Law Act (2010) S 167
- www.facs.gov.au
- www.ncac.gov.au

EVALUATION


This policy, along with all aspects of the Outside School Hours Care program, will be reviewed annually in consultation with the Program Manager, the Principal and Parent Users of the program.

Guidelines are updated annually and/or as per DET recommendations.

CERTIFICATION

This policy was ratified at the School Council meeting held at Patterson Lakes Primary School, November, 2018.

Signed 
School Council President

Signed 
Principal