

**Refusal & Acceptance of Authorisations Policy**

**Policy statement**

Meruka Childcare Co-operative (MCCC) has a duty of care to ensure that children are provided with a high level of care and are safe whilst they are in the care of MCCC educators.

**Rationale**

Whilst MCCC is guided by the *National Education and Care Services Regulations 2011*, to ensure children remain safe at MCCC there may be times when it’s necessary for MCCC educators to refuse it. This policy guides educators in the refusal and acceptance of *Regulation 96, 99 and 102*.

**Regulation and Practices**

## Regulation 96 – Self-administration of medication

*The approved provider of an education and care service may permit a child over preschool age to self-administer medication if—*

*(a) an authorisation for the child to self-administer medication is recorded in the medication record for the child under regulation 92; and*

## (b) the medical conditions policy of the service includes practices for self-administration of medication.

## In practice, MCCC does not allow children to self-administer medication whilst they are in our care. MCCC has a strict medication procedure that must be followed when children require medication at MCCC.

## See MCCC Health Policy

## Regulation 99 – Children leaving the education and care services premises

*(1) The approved provider of an education and care service must ensure that a child who is being educated and cared for by the education and care service does not leave the education and care service premises except in accordance with subregulation (4).*

*(2) The nominated supervisor of an education and care service must ensure that a child who is being educated and cared for by the education and care service does not leave the education and care service premises except in accordance with subregulation (4).*

*(3) A family day care educator must ensure that a child who is being educated and cared for by the educator as part of a family day care service does not leave the residence or approved family day care venue except in accordance with subregulation (4).*

*(4) The child may only leave the relevant premises if the child—*

*(a) is given into the care of—*

*(i) a parent of the child; or*

*(ii) an authorised nominee named in the child's enrolment record; or*

*(iii) a person authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises; or*

*(b) leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee named in the child's enrolment record; or*

*(c) is taken on an excursion in accordance with this Division; or*

*(d) is given into the care of a person or taken outside the premises—*

*(i) because the child requires medical, hospital or ambulance care or treatment; or*

*(ii) because of another emergency.*

*(5) In this regulation parent does not include a parent who is prohibited by a court order from having contact with the child.*

## In practice, children attending MCCC must not leave the service premises by themselves. They must be signed out of the centre by their parent or a person who is authorised to collect them via permission on their enrolment form.

## In the event that an ambulance is required to transfer a child to hospital, if the child’s parent has not arrived at MCCC, an MCCC educator will accompany the child to hospital and, where possible, will remain with the child until the parent arrives.

## Under no circumstance will a child be allowed to leave MCCC by themselves.

## See MCCC: Delivery and Collection of children policy

## Regulation 102- Authorisation for excursion

*1) The approved provider of an education and care service must ensure that a child being educated and cared for by the service is not taken outside the education and care service premises on an excursion unless written authorisation has been provided under subregulation (4).*

*(2) The nominated supervisor of an education and care service must ensure that a child being educated and cared for by the service is not taken outside the education and care service premises on an excursion unless written authorisation has been provided under subregulation (4).*

*(3) A family day care educator must ensure that a child who is being educated and cared for by the educator as part of a family day care service is not taken outside the residence or approved family day care venue on an excursion unless written authorisation has been provided under subregulation (4).*

*(4) The authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the education and care service premises by an educator and must state—*

*(a) the child's name; and*

*(b) the reason the child is to be taken outside the premises; and*

*(c) the date the child is to be taken on the excursion (unless the authorisation is for a regular outing); and*

*(d) a description of the proposed destination for the excursion; and*

*(e) the method of transport to be used for the excursion; and*

*(f) the proposed activities to be undertaken by the child during the excursion; and*

*(g) the period the child will be away from the premises; and*

*(h) the anticipated number of children likely to be attending the excursion; and*

*(i) the anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion; and*

*(j) the anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion; and*

*(k) that a risk assessment has been prepared and is available at the service.*

*(5) If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period.*

In practice, MCCC does not allow excursions at the service and alternatively offer incursions which are held on the premises. This means no child is required to leave the service at anytime.

See MCCC: Excursion & Incursion Policy

## Links to other EWCC Policies and Procedures

## Delivery and Collection of Children Policy

## Incursion Policy

* Excursion & Service Events Policy

## Dealing with Medical Conditions

## Health Policy

## Related Policies/Legislation

## National Education and Care Services Law 2010

## National Education and Care Services Regulations 2011

**Referenced National Quality Standards**

* **Quality Area 2 – Children’s Health & Safety**
* **2.1** Each child’s health is promoted.
* **2.3** Each child is protected.
* **Quality Area 4 – Staffing arrangements**
* **4.1** Staffing arrangements enhance children’s learning and development and ensure their safety and wellbeing.
* **Quality Area 6 – Collaborative partnerships with families and communities**
* **6.1** Respectful supportive relations with families are developed and maintained
* **6.2** Families are supported in their parenting role and their values and beliefs about child rearing are respected.
* **6.3** The service collaborates with other organisations and service providers to enhance children’s learning and wellbeing.
* **Quality Area 7 – Leadership & Service Management**
* **7.1** Effective leadership promotes a positive organisational culture and builds a professional learning community.
* **7.2** There is a commitment to continual improvement.
* **7.3** Administrative systems enable the effective management of a quality service.