



**Dara School**

**Out of School Hours Care**

**Authorisations Policy**

## AUTHORISATIONS POLICY

### 1. BACKGROUND

Approved Providers must obtain authorisation from parents/caregivers and authorised nominees in some circumstances for situations such as:

- Administering medication to children
- Children leaving the premises in the care of someone other than their parent/caregiver
- Children being taken on excursions

### 2. SCOPE

This policy applies to children, families, educators, management, and visitors of the Service.

### 3. POLICY STATEMENT

The Dara OSHC Service has clear processes to ensure that all requirements relating to authorisations are met as determined by the Law. These policies specifically outline for educators and families what steps they must take to ensure children are safe when being educated and cared for.

### 4. IMPLEMENTATION

#### 4.1 Administration of medication to children

Where medication is required for the treatment of long-term conditions or complaints, such as asthma, epilepsy or ADHA, the Service will require a letter and medication plan from the child's doctor/specialist detailing the condition, correct dosage and timing of dosage, and procedure of how to manage the condition. This can be requested for prescription and non-prescription medication. In the absence of a medication plan (for short term medication only) parents will need to complete a medication form that details:

- The name of the child
- The date that the medication plan shall be in effect from
- The name of the medication
- The dosage amount and timing of dosage (this must match the prescription label)
- The method by which the medication is to be taken (orally, inhaler etc).

Staff will not administer any medication without written authority.

## **4.2 Self-management of medication**

Self-Management of medication is not encouraged but may be considered on an individual basis if needed. Children can only carry and self-manage their medication when they have written medication authority from a parent/caregiver, clear direction from family and doctor and when the Service has been made aware that the child is self-medicating.

## **4.3 Children leaving the Service premises**

All children being signed out and collected from the Service must be signed out by a parent or authorised person. Children must not leave the Service premises unaccompanied without written permission from the parent/caregiver. Staff reserve the right to check with parents before releasing a child to anyone if there is any concern for a child's safety.

## **4.4 Signing in and out**

It is a requirement that each child attending or being collected from the Service, be signed in or out as appropriate by an authorised person as described on that child's enrolment form.

Any attempt to sign in or out by an unauthorised person, without written notification of permission prior, will result in the Service contacting the parent or emergency contact to affirm permission for that child to be delivered or collected from the Service by that person. ID verification processes will be followed before the child will be permitted to leave the premises.

- All authorised persons of 18 years and over may collect and sign out children from the service. It is at the educators' discretion to determine whether an authorised person is capable of appropriately collecting and caring for the child.
- The time of arrival and departure will be clearly recorded along with an educator's, and parent/ guardian's signature.
- During Vacation Care parents must sign in children upon arrival and sign out upon collecting.
- During Before School Care parents must sign in children upon arrival. Children will be signed out by educators each morning before releasing to class.
- During After School Care educators will sign children in. Parents must sign children out before collection and departure.
- Staff members will ensure that all children have been signed out at the end of each day. If a child is not signed out, educators will check all areas of the school to ensure no child remains.

## **4.5 Authorisation for collecting child**

- Families must provide a minimum of 3 authorised persons. The names and contact numbers of all persons authorised to collect children from the service must be included on the enrolment form. Any changes to these must be advised in writing to the service by the custodial parent as soon as possible.

- A person authorised to collect a child from OSHC must be 18 years of age or over. A request for proof of identity may be requested by staff upon collection.
- Children will only be collected by authorised adults nominated by parents on enrolment form.
- If an unauthorised person attempts to collect a child, staff will contact the custodial parent and obtain his or her authorisation. The child will not be released until the custodial parent's authorisation has been obtained.

#### **4.6 Children being taken on excursions**

No child will be taken outside of the Service premises on an excursion without the parents/caregivers written authorisation (consent) on a booking form that includes the following:

- Child/Children's name
- Reason for leaving the premises
- Date of the excursion
- Description of the destination
- Method of transport to and from the destination
- Description of the proposed activity at the destination
- Time of departure from and arrival back at the premises
- Maximum number of children attending the excursion
- Maximum number of staff attending the excursion
- Assurance that a risk assessment has been completed
- A parent/caregiver signature and date of signature

## **5. OTHER POLICIES OR DOCUMENTS RELATED TO THIS OSHC POLICY**

H4 Medical Conditions OSHC Policy

H11 Delivery and Collection of Children OSHC Policy

H13 Excursions OSHC Policy

## **6. RELATIONSHIP TO REGULATIONS**

### National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety

### Education and Care Services National Regulations

Regulation 90 – *Medical Conditions Policy*

Regulation 92 – *Medication record*

Regulation 96 – *Self-administration of medication*

Regulation 99 – *Children Leaving the education and care Service premises*

Regulation 102d – *Authorisation for Service to transport children*

Regulation 168 – *Education and care Services must have policies and procedures*

## 7. REFERENCES

- ACECQA National regulations website <https://www.acecqa.gov.au/nqf/national-law-regulations/national-regulations> - checked March 2022
- ACECQA National Standards website <https://www.acecqa.gov.au/nqf/national-quality-standard> - checked March 2022

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