Review Date
30/10/2027

AUTHORISED PERSONS REFUSAL AND ACCEPTANCE POLICY

Purpose

The purpose of this policy is to ensure that all employees of Little Petal, including Family Engagement and Support Educators and other staff responsible for the direct care of children, understand and adhere to appropriate procedures for obtaining and verifying authorisations. This includes actions related to medication administration, transportation of children, access to personal records, and collection of children from other education settings.

Scope

This policy applies to all employees of Little Petal involved in the care and supervision of children enrolled in the service.

Policy Objectives

- To ensure children's safety and well-being by verifying and recording proper authorisations for specific actions.
- To comply with all relevant legal and regulatory requirements.
- To provide clear procedures for managing authorisations and responding to non-compliance.

Guidelines

1. Requirements for Authorisations

All documentation providing authorisations must include:

- The name of the child enrolled in the service.
- The date of the authorisation.
- The signature of the child's parent/guardian or a nominated authorised person listed on the child's enrolment form.
- A copy of the authorisation provided to Little Petal for record-keeping purposes.

2. Verbal Authorisations in Exceptional Circumstances:

- In exceptional cases where written authorisation is not immediately possible, verbal authorisation from the parent/guardian or authorised person may be accepted.
- Verbal authorisation must be followed by the completion of the required documentation as soon as practicable.
- Employees must verify the identity of the person giving verbal authorisation by requesting and reviewing official identification before acting on the verbal instructions.

Actions Requiring Authorisations

The following actions require proper authorisation:
Medical Treatment: Transporting a child via ambulance for medical treatment or administering medication as specified in medical plans.
Medication Administration: Giving medication to a child under normal or emergency conditions.
Transportation: Transporting a child in the personal vehicle of a Family Engagement and Support Educator or other authorised staff member.
Access to Records: Granting access to records held by Little Petal upon request.
Collection of Children: Allowing authorised persons to collect children from the service or other educational settings.

Procedures

Responsibilities of Little Petal

- Ensure all forms and letters authorising specific actions are compliant with legal requirements and internal policies.
- Maintain records of all authorisations on the child's enrolment form or another suitable format.
- Communicate with parents/guardians and authorised persons to confirm authorisations as needed.
- Provide training to employees on the proper management of authorisations.

Little Petal
Your Family Support Team

Responsibilities of Family Engagement and Support Educators and Other Employees

- Refuse authorisation if written or verbal permissions do not comply with this policy or relevant laws.
- Verify the identity of any person collecting a child or providing verbal authorisation by requesting official identification.
- Waive compliance with written authorisation only in cases of emergency medical treatment, such as anaphylaxis or asthma, when outlined in the child's medical plan.
- Contact parents/guardians as soon as practicable after administering medication in an emergency.
- Document all actions taken under verbal or emergency authorisations for future reference and compliance audits.

Emergency Situations

- If a child requires immediate medical treatment, employees may act without prior authorisation, provided they follow documented medical plans and contact emergency services (000) immediately.
- Parents/guardians must be informed of the situation and the actions taken as soon as possible.

Monitoring and Review

- Policy Review: This policy will be reviewed annually or after any significant regulatory changes.
- Compliance Monitoring: The Approved Provider will conduct regular audits of authorisation records to ensure compliance with this policy and relevant legislation.

Consequences of Non-Compliance: Failure to follow this policy may result in

- Disciplinary action, including termination, for employees found to be in breach of procedures.
- Notification to relevant authorities if the safety or well-being of a child is compromised.

Conclusion

Little Petal is committed to ensuring the safety and well-being of all children in its care by maintaining strict protocols for authorisations. By adhering to this policy, employees support a secure and compliant environment for children and their families.

For further clarification, employees are encouraged to consult the Approved Provider or their supervisor.