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## Authorisation Policy

**Date:** May 2012  
**Review Date:** May 2013

<b>Legislation:</b>	Children (Education and Care Services National Law Application) Act 2010 Children (Education and Care Services National Law Application) Bill 2010
<b>Reference:</b>	National Quality Framework Resource Kit, 2011

### **Introduction**

The Bangalow Community Children's Centre requires appropriate authorisation for enrolment, administration of medication, collection of children, participation in excursions, photography and yoga and the application of conditioner, sun block and Curash, to ensure the health, safety and wellbeing of children within our care.

### **Goals**

- To ascertain appropriate authorisation.
- To enable refusal for authorisation where necessary.
- To ensure children are administered medication correctly.
- To ensure clear procedures for staff in situations where authorisation is required.
- To ensure accurate permission is obtained from families.

### **Practices**

The enrolment form will identify who is authorised to have access too and make decisions relating to Individual children. This information is to be updated regularly.

Correct authorisation must be given for:

- Administration of medication
- Participation in excursions, photography and yoga
- Application of conditioner, sun block and Curash.

The Service assumes the right to refuse access, participation in activities, administration of medication and application of substances if appropriate authorisation hasn't been given by a person nominated in the enrolment form.

The Service will ensure that where authorisation is required that the documentation shows the child's name, the date and the signature of the person nominated for authorisation and includes any details specific to that form.

(refer Medication Policy, Arrival and Departure Policy, Access Policy, Excursion Policy, Sun Policy, Head Lice Policy)

Regulations

168 Education and care service must have policies and procedures in relation to acceptance and refusal of authorisations.

National Quality Standard

7.3 Administrative systems enable the effective management of a quality service

**Evaluation and Review**

This policy will be reviewed on the date advised or earlier if the need arises.

Family and staff feedback will be considered in the review process. Changes in legislation, regulations, QIAS and standards will be considered.

Any changes to this policy will be communicated to families and staff.



