



**Acceptance and Refusal of  
Authorisations**  
**QUALITY AREA 7: LEADERSHIP AND  
SERVICE MANAGEMENT**

*We would like  
to  
acknowledge  
Community  
Child Care Co-  
operative  
(NSW) for  
material used  
in this policy*

## **Policy Statement**

Authorisation must be obtained from parent/guardians or authorised nominees in the following circumstances:

- administering medication to children (regulation 92)
- children leaving the premises in the care of someone other than their parent (regulation 99) other than the case of emergency
- children being taken on excursions (regulation 102)

### **Goals / What are we going to do?**

Our service has a responsibility to protect the health, safety and wellbeing of each child at all times.

Educators require authorisation for actions such as administration of medications, collection of children, excursions and providing access to personal records.

This policy outlines what constitutes a correct authorisation and what does not, and may therefore result in a refusal.





## **Strategies / How will it be done?**

### **Refusing a Written Authorisation**

On receipt of a written authorisation from a parent/guardian that does not meet the requirements outlined in the related service policy, the Approved Provider or delegated authority will:

- Immediately explain to the parent/guardian that their written authorisation does not meet legislative and policy guidelines.
- Provide the parent/guardian with a copy of the relevant service policy and ensure that they understand the reasons for the refusal of the authorisation.
- Request that an appropriate alternative written authorisation is provided by the parent/guardian.
- In instances where the parent/guardian cannot be immediately contacted to provide an alternative written authorisation, follow related policy procedures pertaining to the authorisation type.
- Follow up with the parent/guardian, where required, to ensure that an appropriate written authorisation is obtained.

# Roles and Responsibilities

Role	Authority/Responsibility For
<b>Nominated Supervisor</b>	<ul style="list-style-type: none"><li>• Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011</li><li>• Provide supervision, guidance and advice to ensure adherence to the policy at all times.</li><li>• Ensure all authorisations will be retained within the Enrolment Record, original copy and will include: the name of the child enrolled in the service, the date, the signature of the child's parent/guardian or nominated contact person who is on the enrolment form the original form/letter/register provided by the service.</li><li>• Apply these authorisations to the collection of children, administration of medication, excursion, access to records and transportation via ambulance.</li><li>• Ensure authorisations are stored with each individual child's enrolment record.</li><li>• Ensure that all parents/guardians have completed the authorised nominee section of their child's enrolment form and that the form is signed and dated before the child is enrolled at the service.</li></ul>

# Roles and Responsibilities

Role	Authority/Responsibility For
<b>Early Childhood Educators Certified Supervisors</b>	<ul style="list-style-type: none"><li>• Apply these authorisations to the collection of children, administration of medication, excursion and access to records.</li><li>• Exercise the right of refusal if written or verbal authorisations do not comply.</li><li>• Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The service can administer medication without authorisation in these cases, provided it is noted on medical plans and that parents/guardians are contacted as soon as practicable after the medication has been administered</li></ul>

# Roles and Responsibilities

Role	Authority/Responsibility For
Families	<ul style="list-style-type: none"><li>• Ensure that you complete and sign the authorised nominee section of your child’s enrolment form before your child attends the service.</li><li>• Keep child enrolment details forms current stating who the authorised nominees are.</li><li>• Inform service of current contact numbers to ensure you are contactable at all times.</li><li>• Communicate to Responsible Person and staff any individual requests regarding authorisations.</li><li>• Update Educators in relation to any medical conditions, medical plans or ongoing medication requirements. This includes the names of medications, dosage, signs, and symptoms and contact information for any relevant health professionals.</li></ul> <p>Ensure that where children require medication to be administered by educators or other staff, you authorise this in writing, sign and date it for inclusion in your child’s medical record.</p>

## Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 18 months.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved



In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

## **Related Guidelines, Standards, Frameworks**

### **National Quality Standard, Quality Area 2: Children's Health and Safety**

#### **SOURCES**

Australian Children's Education and Care Quality Authority (ACECQA) –  
[www.acecqa.gov.au](http://www.acecqa.gov.au)

#### **Related Legislation**

**Education and Care Services National Law Act 2010: Section 167**

**Education and Care Services National Regulations 2011:  
Regulations 99, 102, 160, 161, 168(2)(m)**

**Family Law Act 1975 (Cth), as amended 2011**

**Children and Young Persons (Care and Protection) Act 1998**