



## Acceptance and Refusal of Authorisation

Quality Area 7: Governance and Leadership

### Policy Statement

Tathra Preschool has a responsibility and 'duty of care' 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 transportation of children. This policy outlines what constitutes a correct authorisation and what does not and may therefore result in a refusal.

### Background

The *Education and Care Services National Regulations* require approved providers to ensure their services have policies and procedures in place in relation to the acceptance and refusal of authorisations. These procedures ensure that required authorisations are obtained and kept in the enrolment record and help to ensure that the health, safety, wellbeing and best interests of all children are met.

## Strategies What will we do?

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)
- Transport of children (regulation 102D).

- Seeking medical treatment for children and transportation by an ambulance service (regulation 161).

Parents/guardians are provided with adequate information and support to complete and maintain written authorisations.

Parents/guardians are informed of their right to refuse authorisations and the impacts of a refusal.

### **Keeping Authorisations in the Enrolment Record**

Authorisations must be kept in the enrolment record (regulation 161). This is an authorisation, signed by a parent or a person named in the enrolment record as authorised to consent to the medical treatment of the child, for the approved provider, a nominated supervisor, or an educator to seek:

- Medical treatment for the child from a registered medical practitioner, hospital, or ambulance service; and
- Transportation of the child by an ambulance service; and
- If relevant, an authorisation given under regulation 102 for the education and care service to take the child on regular outings.

Prior to a child commencing at the preschool, the enrolment record is checked to ensure that all required written authorisations are completed and signed by the nominated parent /guardian.

Authorisations are monitored, maintained and stored confidentially.

### **Refusing a Written Authorisation**

On receipt of a written authorisation from a parent/guardian that does not meet the requirements outlined in this 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

### Approved Provider will

- Ensure the Preschool operates in line with the Education and Care Services National Law and National Regulations.
- Ensure that an enrolment record is kept for each child that includes authorisations signed by a parent or a person authorised to consent to the medical treatment of the child if relevant, in relation to:
  - » seeking medical treatment from a registered medical practitioner, hospital or ambulance service
  - » transportation by an ambulance service
  - » regular outings and transportation (regulations 160, 161).
- Ensure that a medication record is kept that includes the authorisation to administer medication signed by a parent or a person named in the enrolment record (regulation 92).
- Ensure that medication is only administered or self-administered if authorised or, in an emergency, authorisation is provided verbally by:
  - » a parent or a person named in the enrolment record.
  - » a registered medical practitioner or an emergency service if the parent or person named in the enrolment record cannot be contacted (regulations 93, 96).
  - » in the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation (regulation 94).

- Ensure that children only leave the preschool premises, FDC residence or approved FDC venue with a parent, an authorised nominee named in the enrolment record, or a person named in the enrolment record to collect the child (regulation 99).
- Ensure all children have appropriate authorisation to leave the preschool on an excursion or regular outing (regulation 102).
- Ensure no child is transported by the preschool without authorisation from a parent or other person named in the enrolment record (regulation 102D).
- Ensure systems requiring authorisations are in place for other legal requirements or quality practices, e.g. photos of children and privacy.
- Ensure authorisations are kept up to date.

**Nominated Supervisor will:**

- Provide supervision, guidance, and advice to ensure adherence to the policy at all times.
- Ensure all authorisations will be retained within the Enrolment Record, original copy and will include:
  - The name of the child enrolled in the Preschool.
  - The date
  - Signature of the child’s parent/guardian or nominated contact person who is on the enrolment form.
  - Original form/letter/register provided by the service.
- Apply these authorisations to the collection of children, medical treatment of or administration of medication, excursion, transportation of children, and transportation via ambulance.
- Ensure authorisations are stored with each individual child’s enrolment record.

- 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.
- Implement and oversee authorisation systems for other legal requirements or quality practices, e.g. photos of children and privacy.
- Ensure authorisations are kept up to date.
- Implement processes for circumstances where authorisations may be refused/not applicable.

### **Early Childhood Educators will:**

- Apply these authorisations to the collection of children, administration of medication, excursion, and transportation of children.
- Exercise the right of refusal if written or verbal authorisations do not comply.
- Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The Preschool 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.

### **Families will:**

- Ensure that you complete and sign the authorised nominee section of your child's enrolment form before your child attends the preschool.
- Keep child enrolment details forms current stating who the authorised nominees are.
- Inform Preschool of current contact numbers to ensure you are contactable at all times.
- Communicate to Responsible Person and staff any individual requests regarding authorisations.

- 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.
- 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.

## Monitor, 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 preschool will review this Policy every 3 years. Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

### Relevant Legislation

- Education and Care Services National Law Act 2010: Section 167  
Education and Care Services National Regulations: Regulation 99,102,102 (D),160,161,168 (2) (m), 170
- Family Law Act 1975
- Australian Child Protection Legislation  
<https://aifs.gov.au/cfca/publications/australian-child-protection-legislation>

### Guidelines, Standards and Frameworks

- National Quality Standard, Quality Area 7: Governance and Leadership, Standard 7.1 and Element 7.1.2.
- National Quality Standard, Quality Area 2: Children's Health and Safety

**Sources and  
References**

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

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**Review Date**

2027 or when procedure,  
practice or legislation changes.