ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY

Under the Education and Care Services National Law and Education and Care Services National Regulations, early childhood services are required to obtain written authorisation from parents or guardians for some circumstances, to ensure that the health, safety, wellbeing, and best interests of the child are met and upheld. An authorisation is given where a person who has legal responsibility for a child gives permission to another person to do something or to make a decision on that person's behalf. Authorisations are usually authenticated by a signature- either in written form or as an electronic signature. All authorisation and refusals are to be kept in the child's enrolment record.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Safety and Protection	Management, educators and staff are aware of their roles and responsibilities regarding child safety, including the need to identify and respond to every child at risk of abuse or neglect.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service that is child safe
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 2A	Paramount consideration—safety, rights and best interests of children
S. 165	Offence to inadequately supervise children
S. 167	Offence relating to protection of children from harm and hazards
S. 175	Offence relating to requirement to keep enrolment and other documents
92	Medication record

93	Administration of medication
94	Exception to authorisation requirement- anaphylaxis or asthma emergency
99	Children leaving the education and care service
102	Authorisation for excursions
102C	Conduct a risk assessment for transporting children by the education and care service
102D	Authorisation for service to transport children
157	Access for parents
160	Child enrolment records to be kept by approved provider
161	Authorisation to be kept in enrolment record
168	Education and care services must have policies and procedures
170	Policies and procedures must be followed
171	Policies and procedures to be kept available
172	Notification of change to policies and procedures

RELATED POLICIES

Administration of First Aid Policy Administration of Medication Policy Anaphylaxis Management Policy Asthma Management Policy Child Protection Policy Child Safe Environment Policy Delivery of Children to, and collection from Education and Care Service Premises Policy Diabetes Management Policy Emergency and Evacuation Policy Enrolment Policy Epilepsy Management Policy	Excursion/Incursion Policy Governance Policy Incident, Injury, Trauma and Illness Policy Medical Conditions Policy Nutrition Food Safety Policy Orientation of Families Policy Record Keeping and Retention Policy Safe Arrival of Children Policy Safe Transportation Policy Safe Use of Digital Technologies and Online Environemnts Policy UV/Sunsmart Policy Water Safety Policy

PURPOSE

Our priority is ensuring the health, safety and wellbeing of children. We believe that children's safety, rights, and best interests are the paramount consideration for all Service operations, decisions and functions. We aim to ensure that all educators, staff, students and volunteers are consistent in how authorisations are managed and understand what does or does not constitute a correct authorisation,

which consequently may lead to a refusal. Our governance and quality management processes are effective and transparent and meet all regulatory requirements. Decisions around refusing an authorisation will be made on a case-by-case basis by the service in accordance with the Nominated Supervisor, Police regulatory Authority or other authorities.

SCOPE

This policy applies to children, families, staff, management, Approved Provider, Nominated Supervisor, student, volunteers and visitors of the Service.

IMPLEMENTATION

Our Service will ensure we comply with the current *Education and Care Services National Regulations*, and have policies and procedures in place in relation to the acceptance and refusal of authorisations which require parent or guardian written authorisation to be provided in matters including:

- Administration of medication to children (includes prescriptions, over the counter and complementary medication)
- Administration of medical treatment, dental treatment, and general first aid treatment
- Emergency Ambulance transportation
- Transportation- including regular outings and regular transportation
- Safe arrival of children to the service
- Excursions, including regular outings
- Incursion attendance
- Taking, using, storing and destroying digital documentation of children including images and videos
- Taking of photographs by people other than educators
- Water based activities
- Enrolment of children, including providing details of persons nominated to authorise consent for medical treatment, to collect children from the service, or to provide authority for the child to be taken outside the service
- Children leaving the premises in the care of someone other than a parent or guardian

THE APPROVED PROVIDER/ NOMINATED SUPERVISOR/ MANAGEMENT/ RESPONSIBLE PERSON WILL ENSURE:

- obligations under the *Education and Care Services National Law and National Regulations* are met
- the *Acceptance and Refusal Authorisation Policy* is reviewed and maintained by Service management and adhered to at all times by educators and staff

- policies and procedures are readily accessible to families, nominated supervisors, coordinators, educators and staff and students and available for inspection
- all educators and staff follow the policies and procedures of our Service
- parent/guardians are provided with a copy of relevant policies for our Service or are aware of how they can be accessed
- an enrolment record is kept for each child that includes all authorisations signed by a parent/guardian or a person authorised
    - to consent to seek medical treatment from a registered medical practioner, hospital or ambulance service
    - transportation by an embulance service
    - to authorise the education and care service to transport the child or arrange transportation for the child
- documentation relating to authorisations contains:
    - the name of the child enrolled in the service
    - date
    - signature of the child's parent/guardian and authorised nominee as named on the enrolment form
- all staff understand circumstances that may lead to refusal of an authorisation
- the right of refusal is exercised if written or verbal authorisations do not comply with Education and Care Services National Regulations or Child Protection Legislation (see: Refusal of Authorisation below). If an authorisation is refused by the Service, it is best practice to document:
    - the details of the authorisation
    - why the authorisation was refused, and
    - actions taken by the service. For example: if the service refused an authorised nominee named in the child's enrolment record to collect the child from the service as they were under the influence of alcohol, the action taken to ensure that the child was collected (Refer to *Refusal of Authorisation Record*)
- all parents/guardians have completed the authorised person's section of their child's enrolment form including authorised nominees (refer to *Enrolment Policy*), and that the form is signed and dated before the child commences at the Service
- attendance records are maintained for all children attending the Service
- written authorisation is requested from parents/guardians to take, use, store and destroy digital documentation including images and videos of children, in accordance wit the *Safe Use of Digital Technologies and Online Environments Policy*

- a written record of all visitors to the Service, including time of arrival and departure and reasons for visit is documented
- educators/staff do not administer medication without the written authorisation of parent/guardian or authorised nominee named in the enrolment record as authorised to consent to the medical treatment of the child, except in the case of an emergency, including an asthma or anaphylaxis emergency (refer to *Enrolment Form, Administration of Medication Policy, Incident, Injury, Accident and Trauma Policy, Emergency Evacuation Policy, Asthma Management Policy, Anaphylaxis Management Policy, Diabetes Management Policy*, *and Epilepsy Management Policy*)
- where a child requires medication to be administered by educators/staff, that an *Administration of Medication Record* is completed, and authorisation provided by the parent/guardian or authorised nominee and included within the child's record (Refer to *Administration of Medication Policy*)
- when a child requires emergency medical treatment for conditions such as anaphylaxis or asthma compliance for authorisation is waived. In accordance with National Regulations (R. 93) the Service can administer medication in these circumstances without authorisation. If these situations occur the approved provider/management will be required to contact the parent/guardian as soon as practicable after the medication has been administered and emergency services. Notification to the Regulatory Authority is required within 24 hours of a serious incident
- educators and staff only allow a child to participate in regular outings and regular transportation with the written authorisation of a parent/guardian or authorised nominee name in the child's enrolment record
- educators and staff allow a child to participate in excursions only with the written authorisation of a parent/guardian or authorised nominee named in the child's enrolment record is received and documented (refer to *Excursion Policy* and *Safe Transportation Policy*)
- educators/staff allow a child to depart the Service only with:
    - with a person who is the parent/guardian or authorised nominee named in the child's enrolment record; or
    - with a person authorised by a parent or authorised nominee; or
    - in accordance with the written authorisation of the parent; or authorised nominee; or
    - on an excursion; or
    - in the case of a medical emergency or another emergency (Refer to *Delivery of Children to, and collection from Education and Care Service Premises Policy* and *Emergency Evacuation Policy*).
- there are procedures in place if an inappropriate person, or a person who does not appear to be fit to take care of the child attempts to collect the child from the Service or poses a risk to the safety of

children or staff (refer to *Delivery of Children to, and collection from Education and Care Service Premises Policy*)

- notify families at least 14 days before changing the policy or procedures (Reg. 172).

EDUCATORS WILL:

- follow the policies and procedures of the Service
- check that parents/guardians or an authorised nominee sign the attendance record as their child arrives and departs from the Service
- allow a child to depart from the Service only:
    - with a person authorised by a parent or authorised nominee; or
    - in accordance with the written authorisation of the parent; or authorised nominee; or
    - on an excursion; or
    - in the case of a medical emergency or another emergency (Refer to *Delivery of Children to, and collection from Education and Care Service Premises Policy* and *Emergency Evacuation Policy*).
- follow procedures if an inappropriate person attempts to collect a child from the Service and poses a risk to the safety of the children and staff (for example, an intoxicated person) (Reg 99)
- ensure images or videos of children are not taken, used or stored without prior parent/guardian authorisation
- administer medication only with the written authorisation of a parent/guardian or authorised nominee as per the *Administration of Medication Record*, except in the case of an emergency, including asthma or anaphylaxis
- ensure that written authorisation is provided by the parent/guardian or other person named in the child's enrolment record for a regular outing or regular transportation
- ensure that parents/guardians sign and date permission/authorisation forms for excursions prior to the excursion being implemented
- allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised nominee
- inform the approved provider when a written authorisation does not meet the requirements outlined in Service's policies.

FAMILIES WILL:

- read and comply with the policies and procedures of the Service

- complete and sign the authorised nominee section of their child's enrolment form before their child commences at the Service
- ensure that changes to nominated authorised persons are provided to the Service in a timely manner
- advise nominated authorised persons that they will require photo identification (such as a driver's licence) in order to collect their child from the Service
- sign and date permission/authorisation forms for regular transportation and regular outings
- sign and date permission/authorisation forms for excursions
- sign the attendance record as their child arrives and departs from the Service
- provide written authorisation on the *Administration of Medication Form* when their child requires medication to be administered by educators/staff, including signing and dating it for inclusion in the child's medication records
- provide completed Medical Management Plans and/or ASCIA Action Plans where relevant for their child
- be familiar with circumstances where authorisations may be refused/not applicable.
- Provide written authorisation indicating whether the Service may take, use, store or destroy images or videos of their child, and notify the Service in writing if they wish to withdrw this authorisation.

REFUSAL OF AUTHORISATIONS

All authorisations which are incomplete or incorrectly recorded are to be returned to the parent or guardian for required adjustments. Written or verbal authorisation may be refused if the authorisation does not comply with Education and Care Services National Regulations or Child Protection Legislation. The approved provider or nominated supervisor will inform the parent or guardian the reason why the written or verbal authorisation does not meet national legislation or policy procedures.

The parent or guardian will be provided a copy of this *Acceptance and Refusal of Authorisation Policy* and procedure. Management will discuss an alternative arrangement with the family following the refusal of authorisation. If an authorisation is refused by the Service, it is best practice to document details surrounding the refusal (See *Refusal of Authorisation Record*).

Examples when an authorisation may be refused include:

- requests relating to dietary restrictions that are not related to medical reasons
- an authorised person collecting the child appears to be under the influence of drugs or alcohol
- the authorisation breaches a parenting order

- the authorisation breaches a service policy (authorisaed nominee under the age of 16 collecting a child)
- medication to be provided to a child that is not in original container or prescribed to the child or other breach of *Administration of Medication Policy*
- a breach of *Excursion/Incursion Policy* where the person providing consent for the excursion is not listed as a parent/guardian or authorised nominee on the enrolment form
- a breach of *Safe Transportatin Policy* where authorisation for transportation has NOT been provided.

AUTHORISATION REQUIREMENTS

Authorisation documents are required for the following situations and must have details recorded as specified:

Administration of Medication	• Name of the child • *Administration of Medication Record* is signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication • Name of the medication to be administered • Clearly indicate time and date medication was **last** administered • Dosage of the medication to be administered • Method of dosage (e.g.: oral or inhaled) • Period of authorisation (actual days and dates: from and to) • Parent/Carer name and signature • Date the authorisation is signed • Medication must be in its original container and bearing the correct child's name (if prescription) • Medication is not past its expiry or use-by date • Medication is administered in accordance with any instructions attached to the medication or provided by a registered medical practitioner. • A second person checks the signed *Administration of Medication Record*, checks the dosage of the medication, and witnesses its administration • The educator administering medication and the witness must write their full name and sign the medication record • Details of the administration must be recorded in the medication record

Medical treatment of the child including transportation by an ambulance service (Included and authorised initially as part of the child's enrolment record)	• Name of the child • Authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service • Authorisation for the transportation of the child by an ambulance service • Name, address and telephone number of the child's registered medical practitioner or medical service • Child's Medicare number • Name of the parent or guardian providing authorisation (no signature when digital)

Emergency Medical Treatment (included and authorised initially as part of the child's enrolment record or as updates during enrolment)	• The Service is able to seek emergency medical assistance for a child as required (i.e. medical practitioner, ambulance or hospital) without seeking further authorisation from a parent or guardian in the case of an emergency, including for emergencies relating to medical conditions noted on the enrolment form.

Collection of Children (included and authorised initially as part of the child's enrolment record or as updated during enrolment)	• Name of the child • Name of the parent or the guardian of the child or the authorised nominee on the enrolment form providing authorisation • Name of the person/s authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises • Signature of the person providing authorisation and date of authorisation (no signature when digital)

Transportation (other than as part of an excursion)	If the transportation is 'regular transportation' the authorisation is only required to be obtained once in a 12-month period. The authorisation must state: • Name of the child • the reason the child is to be transported • if the authorisation is for regular transportation, a description of when the child is to be transported and the date the child is to be transported • a description of the proposed pick-up location and destination • the means of transport • the period of time during which the child is to be transported • the anticipated number of children likely to be transported • the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation • any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported • that a risk assessment has been prepared and is available at the education and care service • that written policies and procedures for transporting children are available at the education and care service

Excursions	The authorisation must state: • Name of the child • Date of the excursion • Reason for the excursion • Proposed destination for the excursion • Method of transport to be used • Route to be taken to and from the excursion • any requirements for seatbelts or safety restraints • Period of time away from premise- include time leaving premise and time returning to premise • Proposed activities to be undertaken by the child during the excursion • Anticipated number of children likely to be attending the excursion • anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion • Ratio of educators attending the excursion to the number of children attending the excursion • Number of staff members and any other adults who will accompany and supervise the children on the excursion (including parents, students, volunteers) • Statement that a risk assessment has been prepared and is available at the service • Name of the parent or guardian-providing authorisation • Relationship to the child • Signature of the person providing authorisation and date of authorisation • Details of any water hazards and risks associated with water-based activities (to be included in risk assessment). • Items that should be taken on the excursion

Regular outing	A regular outing means a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program and where the circumstances relevant to the risk assessment are the same on each outing. Written authorisation only needs to be given once in a specified 12-month period for a regular outing. (Reg. 102(5)). If the conditions of the regular outing change, a new authorisation is required. The written authorisation must include: • Name of the child • a description of when the child is to be taken on the regular outings • a description of the proposed destination • method of transportation (including walking) • any requirements for seatbelts or safety restraints • proposed activities to be undertaked • proposed time the child will be away from the premises • anticipated ratio of educators to the anticipated number of children • that a risk assessment has been prepared and is available at the service

Sunscreen and Insect Repellent application	• Name of child • Permission authorised for staff to apply SPF 50+ or higher broad-spectrum, water-resistant sunscreen supplied by the service or

(Permission to apply sunscreen is included on enrolment form)	• Permission authorised for staff to apply SPF 50+ water-resistant sunscreen supplied by parent/guardian (for children who may have allergies) • Parent signature and date • Safety Data Sheet required for all products • Permission authorised for staff to apply insect repellent supplied by the service **or,** • Permission authorised for staff to apply insect repellent supplied by the parent/guardian – label with child's name must be attached Note: the use of sunscreen on babies under 6 months is not recommended due to their sensitive skin. Shouuld parents not provide permission for educators to apply sunscreen to their child, the child will be required to play in an area protected from the sun (eg. Sunder shade, veranda or indoors).

Confirmation of Authorisation	• All authorisation forms received (including the initial enrolment form) are to be checked for completion • All authorisations (excluding the initial enrolment form) are checked to ensure that the authoriser (name and signature) is the nominated parent or guardian a person named on the enrolment form as having authority to authorise • If incomplete or inappropriately signed, the authorisation form should be returned to the parent or guardian for correction • Children will be suspended from any activity requiring authorisation until the appropriate form has been correctly completed and signed

CONTINUOUS IMPROVEMENT/REFLECTION

The *Acceptance and Refusal of Authorisations Policy* will be evaluated and reviewed on an annual basis or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management, and notification of any change to policies will be made to families within 14 days.

SOURCES

Australian Children's Education & Care Quality Authority. (2021). Policy and procedure guidelines. *Acceptance and refusal of authorisations.*
Australian Children's Education & Care Quality Authority. (2026). *Guide to the National Quality Framework*
Cancer Council. Preventing cancer: Sun protections
Children (Education and Care Services) National Law (NSW)
Early Childhood Australia. (2016). *Code of Ethics.*
Education and Care Services National Law Act 2010.
Education and Care Services National Regulations. (Amended 2025)

REVIEW

POLICY REVIEWED BY	Krystle Hills	Consultant	08/04/2026
POLICY REVIEWED	April 2026	NEXT REVIEW DATE	April 2027
MODIFICATIONS	• annual policy maintenance -slight edit of policy title • added QA7 to policy • new law added (child safe reforms) • additional authorisation requirement added for taking, using, storing and destroying images and video of children • rearranged the order of responsibilities for educators • sources checked for currency and updated as required		

POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
April 2025	• annual policy maintenance • sources updated and checked for currency • Changed SPF 30 to SPF 50+ • Included if parents refuse sunscreen application in sunscreen.	April 2026
February 2023	• annual policy maintenance • additional related policies added • additional points added to authorisation inclusions • new section added- Refusal of Authorisations • sources updated and checked for currency	January 2025
JANUARY 2023	• annual policy maintenance • section- Nominated Supervisor/Responsible person merged with Approved Provider/ Nominated Supervisor/Management will ensure section (double up of points) • hyperlinks checked and repaired as required • continuous improvement/reflection section added	JANUARY 2024