

# ACCEPTANCE & REFUSAL OF AUTHORISATIONS POLICY

## OVERVIEW:

Education and Care Services National Regulations require parent or guardian authorisation to be provided in matters relating to administration of medication, medical treatment of the child including transportation by an ambulance service, collection of children from the service and excursions (including regular outings).

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	NATIONAL QUALITY STANDARD	RELATED SERVICE POLICIES/DOCUMENTATION	OTHER
R92, 93, 94 96, 99, 102, 102D157, 158, 160, 161, 168, 170 171, 172	Standard 2.2, 2.2.1, 2.2.2, 2.2.3	<ul style="list-style-type: none"> <li>- Parent Handbook</li> <li>- Staff Handbook</li> <li>- Enrolment and Orientation Policy</li> <li>- Administration of Medication Policy</li> <li>- Providing a Child Safe Environment Policy</li> <li>- Arrival and Departure Policy</li> <li>- Child Protection Policy</li> <li>- Excursion Policy</li> <li>- Medical Condition Policy</li> <li>- Water Safety Policy</li> <li>- Transportation Policy</li> </ul>	<p>ACECQA (Policies and Procedures Guidelines)</p> <p>Child Safe Standards.</p>

## OUTLINE:

This policy outlines authorisations requirements for services and actions to be taken where an authorisation submitted by parents or guardians is incomplete and therefore could lead to refusal to enact the authorisation. The Early Childhood National Regulations require approved providers to ensure their services have policies and procedures in place in relation to the acceptance and refusal of authorisations.

## **WHO THE POLICY AFFECTS?**

Management  
Staff  
Students  
Parents

## **POLICY STATEMENT:**

**SUNBEAMS** priority is ensuring the health, safety and wellbeing of children. To ensure that all educators, staff and volunteers of the Service are consistent in how authorisations are managed and what constitutes a correct authorisation and what does not, which consequently may lead to a refusal. Through this authorisation process, parents are informed of risks associated with a matter and can make an informed choice whether to proceed. We value the role that our educators and staff play & uphold Standard 7 of the Child Safe standards by ensuring “Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training “and support, to act in accordance with authorisations provided. Our governance and quality management processes are effective and transparent and meet all regulatory requirements.

**SUNBEAMS** will request authorisation from families when required to ensure the safety of the children and staff and may refuse a request unless the appropriate authorisation is provided. The aim of Standard 3 of the Child Safe Standards is for “Organisations to actively engage with families and communities to support children”, therefore our families are part of the decision-making process & through authorisations, they are made aware of risks and can make informed decisions. For example, if a child is to attend an extra-curricular activity for which authorisation is required, but has not been given, this will result in the child not being able to participate in the activity. All authorisation is required in written format.

## **AUTHORISATION REQUIREMENTS**

The Education and Care Services National Regulations require **SUNBEAMS** to ensure that an authorisation (permission) is obtained from families in certain situations. For example, the Regulations stipulate an authorisation must be obtained for:

- Administering medication to children (Regulation 93) and self-administration of medication.
- Administration of medical treatment, dental treatment and general first aid treatment.
- Children leaving the premises of a service with a person who is not a parent of the child (Regulation 99)
- Emergency ambulance treatment

- Transportation of children on excursions (Regulation 102) including regular outings and regular transport.
- Incursion attendance
- Taking of photographs by people other than educators
- Water based activities
- Access to personal records (Regulation 181)
- Enrolment of children, including providing details of persons nominated to authorise consent for medical treatment, to collect children from the service, or trips outside the service premises
- Children leaving the premises in the care of someone other than a parent or guardian
- Children having access to the internet and/or an email account

**Authorisation from families may also be required if:**

- A child is leaving the service to attend an extra-curricular activity away from the service, for example, attending a sporting activity, dance, drama, etc. that is run by a provider other than **SUNBEAMS**.

## PROCEDURES:

The Nominated Supervisor, or the person in day-to-day charge of the service will:

- Ensure documentation relating to authorisation (permission) from families contains:
  - ✓ The name of the child enrolled in the service.
  - ✓ The date.
  - ✓ Signature of the child's parent/guardian or nominated person who is on the enrolment form.
  - ✓ The approximate time the child will return to the service if the child is leaving the service to attend an extra-curricular activity and the time they will return to the service (if applicable).
  - ✓ The original form/letter provided by the service.
- Apply these authorisations to the collection of children, administration of medication, excursions and access to records.
- Keep these authorisations in the child's enrolment record.
- Ensure the child will not be permitted to leave the service to attend any extra-curricular activity until authorisation is obtained.
- Ensure that children are not permitted to sign themselves out or leave the service without an authorised adult, unless written authorisation has been given.

- Obtain written authorisation, or authorisation by other electronic media, regarding specific person nominated to collect a child if a person other than the parents/guardian or other nominated person cannot collect the child. Temporary nominee is required to provide photo ID to be sighted by staff, as stated in the enrolment form.
- In certain circumstances verbal authorisation, may be accepted at the discretion of the senior staff member on duty. This would be relevant in situations where there has been an emergency and no one from the child's authorised list is able to collect the child. An email or text message is suitable as written authorisation.
- Exercise the right to refuse if written or verbal authorisations do not comply with the requirements outlined above.
- Waive compliance for authorisation 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 they contact the family and emergency services as soon as practicable after the medication has been administered.

### AUTHORISATION REQUIREMENTS

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

<b>Administration of Medication</b>	<ul style="list-style-type: none"> <li>• Name of the child</li> <li>• <i>Administration of Medication Record</i> is signed by a parent, or a person named in the child's enrolment record as authorised to consent to administration of medication</li> <li>• Authorisation is provided by a parent or guardian for the child to self-administer medication as per their Action Plan</li> <li>• Name of the medication to be administered</li> <li>• Clearly indicate the time and date the medication is to be administered</li> <li>• Dosage of the medication to be administered</li> <li>• Method of dosage (e.g.: oral or inhaled)</li> <li>• Whether the medication is to be self-administered (asthma, diabetes)</li> <li>• Period of authorisation (actual days and dates: from and to).</li> <li>• Date the authorisation is signed</li> <li>• Medication must be in its original container and bearing the correct child's name</li> <li>• Medication is not past its expiry or use-by date</li> </ul>
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	<ul style="list-style-type: none"> <li>Medication is administered in accordance with any instructions attached to the medication or provided by a registered medical practitioner</li> <li>A second person checks the signed <i>Administration of Medication Record</i>, checks the dosage of the medication, and witnesses its administration</li> <li>The educator administering medication and witness must write their full name and sign the medication record</li> <li>The educator administering medication and witness must write their full name, child name and sign in the staff diary</li> <li>Details of the administration must be recorded in the medication record and staff diary</li> <li>Supervision is provided by an educator whilst a child is self-administering medication</li> <li>A recording is made in the medication record for the child that the medication has been self-administered</li> </ul>
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<p><b>Medical treatment of the child including transportation by an ambulance service</b></p> <p><b>(Included and authorised initially as part of the child's enrolment record):</b></p>	<ul style="list-style-type: none"> <li>Name of the child</li> <li>Authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service</li> <li>Authorisation for the transportation of the child by an ambulance service</li> <li>Name, address and telephone number of the child's registered medical practitioner or medical service</li> <li>Child's Medicare number</li> <li>Name of the parent or guardian providing authorisation</li> <li>Relationship to the child</li> </ul>
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<p><b>Emergency Medical Treatment</b></p> <p><b>(included and authorised initially as part of the child's enrolment record or as updates during enrolment):</b></p>	<ul style="list-style-type: none"> <li>The Service can 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.</li> </ul>
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<p><b>Collection of Children</b>  (included and authorised initially as part of the child's enrolment record or as updated during enrolment)</p>	<ul style="list-style-type: none"> <li>• Name of the child</li> <li>• Name of the parent or the guardian of the child or the authorised nominee on the enrolment form providing authorisation</li> <li>• 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</li> <li>• State relationship to the child of the persons authorised to collect the child from the premises</li> <li>• Signature of the person providing authorisation and date of authorisation</li> </ul>
<p><b>Transportation</b>  (Other than as part of an excursion)</p>	<p>If the transportation is 'regular transportation' the authorisation is only required to be obtained once in a 12-month period</p> <ul style="list-style-type: none"> <li>• Name of the child</li> <li>• the reason the child is to be transported</li> <li>• 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</li> <li>• a description of the proposed pick-up location and destination</li> <li>• the means of transport</li> <li>• the period of time during which the child is to be transported</li> <li>• the anticipated number of children likely to be transported</li> <li>• the anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation</li> <li>• any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported</li> <li>• that a risk assessment has been prepared and is available at the education and care service</li> <li>• that written policies and procedures for transporting children are available at the education and care service</li> </ul>
<p><b>Excursions</b></p>	<p>The authorisation must state:</p> <ul style="list-style-type: none"> <li>• Name of the child</li> <li>• Date of the excursion</li> <li>• Reason for the excursion</li> <li>• Proposed destination for the excursion</li> <li>• Method of transport to be used</li> <li>• Route to be taken to and from the excursion</li> <li>• Period of time away from premise- include time leaving premise and time returning to premise</li> <li>• Proposed activities to be undertaken by the child during the excursion</li> </ul>

	<ul style="list-style-type: none"> <li>• Anticipated number of children likely to be attending the excursion</li> <li>• Ratio of educators attending the excursion to the number of children attending the excursion</li> <li>• Number of staff members and any other adults who will accompany and supervise the children on the excursion (including parents, students, volunteers)</li> <li>• Statement that a risk assessment has been prepared and is available at the service</li> <li>• Name of the parent or guardian-providing authorisation</li> <li>• Relationship to the child</li> <li>• Signature of the person providing authorisation and date of authorisation</li> <li>• Details of any water hazards and risks associated with water-based activities (to be included in risk assessment).</li> <li>• Items that should be taken on the excursion</li> </ul>
<b>Regular outing</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• Name of the child</li> <li>• a description of when the child is to be taken on the regular outings</li> <li>• a description of the proposed destination</li> <li>• method of transportation (including walking)</li> <li>• proposed activities to be undertaken</li> <li>• anticipated ratio of educators to the anticipated number of children</li> <li>• that a risk assessment has been prepared and is available at the service</li> </ul>
<b>Confirmation of Authorisation</b>	<ul style="list-style-type: none"> <li>• The approved provider must ensure that an enrolment record is kept for each child enrolled at the service which include authorisation for the approved provider, nominated supervisor or educator to seek medical treatment and/or ambulance transportation for the child, the service to take the child on regular outings and regular transportation of the child.</li> <li>• All authorisation forms received (including the initial enrolment form) are to be checked for completion</li> <li>• 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</li> <li>• If incomplete or inappropriately signed, the authorisation form should be returned to the parent or guardian for correction</li> </ul>



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|  | <ul style="list-style-type: none"><li>Children will be suspended from any activity requiring authorisation until the appropriate form has been correctly completed and signed</li></ul> |
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### ENDORESMENT BY THE SERVICE:

The policy will be reviewed as required. The review will be conducted by management, staff, children, families and the wider community.

Last reviewed: October 2025

Date of next review: April 2027

APPROVAL DATE: \_\_\_\_\_

DATE FOR REVIEW: \_\_\_\_\_