

Acceptance and Refusal of Authorisations

QUALITY AREA 7: LEADERSHIP AND SERVICE MANAGEMENT

Policy Statement

Nimbin Preschool 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, drop off and collection of children, excursions, transportation of children and medical emergencies. This policy outlines the processes in place to manage an authorisation.

Background

The *Education and Care Services National Regulations* require our approved provider (parent management committee) to ensure our preschool 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.

Parents / guardians are then empowered to make informed choices of whether to enroll / participate or not.

We value our educators and provide them with training and support to act according to our policy

Strategies / How will it be done?

Obtaining an Authorisation

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

- Medical treatment for the child (regulation 161)
- Medication record (regulation 92)
- administering medication to children (regulation 93)
- displaying a medical communication / management plan in a public place
- children leaving the premises in the care of someone other than their parent (regulation 99) other than the case of emergency
- Transportation for the child by an ambulance service (regulation 161)
- children being taken on excursions (regulation 102)
- transport of children (regulation 102D)
- Authorisation from parents to take, use and store images and videos of children (Regulation 168)

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). These are:

- 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;
 - displaying a medical communication / management plan in a public place
 - Authorisation from parents to take, use and store images and videos of children (Regulation 168)
 - 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 and updated at least annually or when required.

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 Committee 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 |
|-------------------|---|
| Approved Provider | <ul style="list-style-type: none">• Ensure that obligations under the <i>Education and Care Services National Law and National Regulations</i> are met.• 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:<ul style="list-style-type: none">◦ seeking medical treatment from a registered medical practitioner, hospital or ambulance service, |

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| Nominated Supervisor | <ul style="list-style-type: none"> ○ transportation by an ambulance service ○ regular outings and transportation (regulations 160, 161). ○ displaying a medical communication / management plan in a public place • 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: <ul style="list-style-type: none"> ○ 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 all children have appropriate authorisation to leave the service on an excursion or regular outing (regulation 102). • Ensure no child is transported by the service without authorisation from a parent or other person named in the enrolment record (regulation 102D). • Authorisation from parents to take, use and store images and videos of children (regulation 168) • Authorisation for the use of digital devices by children (regulation 168) • Ensure systems requiring authorisations are in place for other legal requirements or quality practices, e.g. photos of children and privacy. (regulation 168) • Ensure authorisations are kept up-to-date. • Provide supervision, guidance and advice to ensure adherence to the policy at all times. • Ensure all authorisations are retained within the Enrolment Record, original copy and include: <ul style="list-style-type: none"> ○ 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. • Apply these authorisations to the collection of children, medical treatment of or administration of medication, excursion, transportation of children, transportation via ambulance, for the safe use of digital technologies and online environments at the service including capture, use, securely stored and destruction of images and videos of children and the use of digital devices by children • Ensure authorisations are stored with each individual child’s enrolment |

| Role | Authority / Responsibility For |
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| | <p>record.</p> <ul style="list-style-type: none"> • 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. • Legislative requirements P.2 of 13 on ACECQA Policy as follows: <ul style="list-style-type: none"> ○ Regulation 92 Medication record ○ Regulation 93 Administration of medication ○ Regulation 94 Exception to authorisation requirement – anaphylaxis or asthma emergency ○ Regulation 96 Self-administration of medication ○ Regulation 99 Children leaving the education and care service premises ○ Regulation 102 Authorisation for excursions ○ Regulation 102D Authorisation for service to transport children ○ Regulation 160 Child enrolment records to be kept by approved provider and family day care educator ○ Regulation 161 Authorisations to be kept in enrolment record ○ Regulation 168 Education and care service must have policies and procedures ○ Regulation 169 Additional policies and procedures – family day care service ○ Regulation 170 Policies and procedures to be followed ○ Regulation 171 Policies and procedures to be kept available ○ Regulation 172 Notification of change to policies or procedures |
| <p>Early Childhood Educators</p> | <ul style="list-style-type: none"> • Apply these authorisations to the collection of children, administration of medication, excursion, transportation of children and for the safe use of digital technologies and online environments at the service, including capture, use, securely stored and destruction of images and videos of children and the use of digital devices by children . • Implement processes for circumstances where authorisations may be refused/not applicable. • 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. • Ensure all action plans are carried out in line with the Acceptance and refusal of authorisations policy and procedures. • Ensure that the child’s family / guardian completes and signs authorisations in the enrolment record and medication record (if relevant) before the child commences at the service. • Implement authorisation systems for other legal requirements or quality practices, e.g. photos of children and privacy. |

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| | <ul style="list-style-type: none">• Ensure authorisations are kept up-to-date. |
| Families and Guardians | <ul style="list-style-type: none">• Ensure that you complete and sign the authorised nominee section of your child’s enrolment form before your child attends the service.• Keep child enrolment details forms current stating who the authorised nominees are.• Inform service of current contact numbers to ensure you are contactable at all times.• Communicate to the Responsible Person (displayed at the sign in area) and educators 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. (we store these forms in the pantry). |

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, we 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 legislation

- Education and Care Services National Law Act 2010: Section 167
- NQF Child Safety Changes From 1 September 2025 and 1 January 2026 InformationSheet_CS4.pdf
- Education and Care Services National Regulations: Regulations 92, 93, 94, 96, 99, 102, 102D, 160, 161, 168, 169, 170, 171, 172
- Family Law Act 1975
- Australian Child Protection Legislation <https://aifs.gov.au/cfca/publications/australian-child-protection-legislation>

Related Guidelines, Standards, 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

- Australian Children’s Education and Care Quality Authority (ACECQA) – www.acecqa.gov.au

Acceptance and Refusal of Authorisations – Policy

- NSW Office of the Children’s Guardian – ocg.nsw.gov.au/resources ocg.nsw.gov.au

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Displayed for families, March 24. Updated policy to be implemented in term 2 2024

Reviewed by Em – all good

November 2025 – reviewed with amendments to digital technology / photograph amendments
NQF Child Safety Changes From 1 September 2025 and 1 January 2026 InformationSheet_CS4.pdf

Next review date:

May 2027

Procedure checklist

Check enrolment forms are updated with photography authorisation