

Acceptance and Refusal of Authorisations			
Policy Hierarchy link	Education and Care Services National Law Act 2010: Section 167		
	Education and Care Services National Regulations 2011: Regulations – 168 (2) Policies and procedures. 92 -93 – Administration of medication 94 - Exception to authorisation requirement 95 – procedure for administration of medication 99 – Children leaving the education and care service 102 – Authorisation for excursions 160 – Enrolment records 161 – Authorisation records 168 (2)(m)  National Quality Standard: Quality Area 2 Children’s Health and Safety - Standard 2.3  Child Protection (Working with Children) Act 2012 (NSW)		
Version	Authorised by	Effective Date	Revision Date
2	SCECS Management	April 2025	April 2028

### 1. BACKGROUND

Our Early Childhood Service (ECS) and Out of School Hours Care (OSHC) 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.

## **2. POLICY STATEMENT**

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

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

## **3. HOW THE POLICY WILL BE IMPLEMENTED**

### **3.1 Administration of medication**

Where medication is required for the treatment of long-term conditions or complaints such as asthma, epilepsy or ADHD, the service will require a letter from the child's medical practitioner or specialist detailing the medical condition of the child, the correct dosage and how the condition is to be managed. This can be requested for over-the-counter medication as well as prescription only medication. If a medication authority is not provided, educators should have written instructions from the parent/guardian (recommended in cases of short-term medication only). In all cases, the instructions must match those on the pharmacy label.

### **3.2 Self-Management of Medication**

Children can only carry and self-manage their medication when they have a written medication authority (and clear direction from the family and doctor that the child is able to self-manage).

### **3.3 Children Leaving the Premises**

All children will be collected and signed out by a parent /guardians or approved person. The authorised person is required to give proof of identification to educators if they are not known to the educators. Children may not go home unaccompanied unless there is signed written permission from parent/guardian that identifies and qualifies such expectations. The Approved Provider/educators will reserve the right to negotiate such requests where there is concern about children's safety.

### **3.4 Children Being Taken on Excursions**

No child will be taken outside the service premises on an excursion without the parent's/guardian's written authorisation (consent) on a form that includes the following:

1. Child's name
2. Reason for leaving the premises
3. Date
4. Description of the proposed destination
5. Method of transport
6. Proposed activities to be undertaken
7. Period that the child will be away from the premises
8. Anticipated number of children sharing the excursion
9. Anticipated number of educators on the excursion
10. Anticipated number of other educators and any other adults on the excursion
11. An assurance that risk assessment has been completed.

### **3.5 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.

#### 4. ROLES AND RESPONSIBILITIES

Role	Authority/ responsible for
<b>Approved Provider - SCSCS</b>	<ul style="list-style-type: none"> <li>• Ensure the service operates in line with the Children (Education and Care Services) National Law (NSW) and Education and Care Services National Regulations 2011.</li> </ul>
<b>Nominated Supervisor</b>	<ul style="list-style-type: none"> <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:               <ul style="list-style-type: none"> <li>- the name of the child enrolled in the service the date</li> <li>- the signature of the child's parent/guardian or nominated contact person who is on the enrolment form</li> <li>- the original form/letter/register provided by the service.</li> </ul> </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> <li>• Ensure children are adequately supervised, are not subject to inappropriate discipline, and are protected from harms and hazards.</li> </ul>
<b>All educators</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>

Role	Authority/ responsible for
<b>Families</b>	<ul style="list-style-type: none"> <li>• Ensure that you complete and sign the authorized 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>• 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.</li> </ul>

## 5. RESOURCES/REFERENCES

- Australian Children's Education and Care Quality Authority (ACECQA) – <http://www.acecqa.gov.au/getting-parents-authorisation>

## 6. MONITORING, EVALUATION AND REVIEW

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

In accordance with R. 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children enrolled in 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.

The authorisation and amendment history for this document must be listed in the following table:

Version	Authorised by	Approval date	Effective Date	Sections modified
1	SCECS Management	MAR22	MAR22	Scheduled review
2	SCECS Management	APR25	APR25	Scheduled review