

Under the National Law and Regulations, Early Childhood Services are required to obtain written authorisation from parents/guardians, and authorised nominees in 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.

## Purpose

We aim to ensure that all educators, staff 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. Decisions around refusing an authorisation will be made on a case by case basis by the centre in discussion with the Nominated Supervisor, Police or other authorities.

## Implementation

Our centre will ensure we comply with the current Education and Care Services National Regulations, which require parent or guardian authorisation to be provided in matters which include:

- Administration of medication to children;
- Administration of medical treatment, dental treatment, general first aid products and ambulance transportation;
- Excursions including regular outings;
- Incursions Attendance
- Taking of photographs by people who aren't educators;
- Water based activities;
- Enrolment of children including naming of authorised nominees and persons authorised to consent to medical treatment or trips outside the centre premises; and
- Children leaving the premises in the care of someone other than a parent.

## Management will ensure:

- The *Acceptance and Refusal Authorisation Policy* is reviewed and maintained by Centre management and adhered to at all times by educators and staff
- All staff understand circumstances that may lead to refusal of an authorisation
- All educators and staff follow the policies and procedures of our Centre
- All parents/guardians have completed the authorised person's section of their child's enrolment form including authorised nominees (refer to *Enrolment Policy*), before the child commences at the Centre
- Permission forms for excursions are provided to the parent/guardian or authorised nominee prior to the excursion (refer to *Excursion/Incursion Policy*)
- Parents/guardians are made aware of relevant policies for our Centre and how they can be accessed
- Attendance records are maintained for all children attending the Centre
- A written record of all visitors to the Centre, including time of arrival and departure and reasons for visit is documented
- 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*)
- 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).*

- Educators and staff only allow a child to participate in regular outings 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
- Educators/staff allow a child to depart the Centre only 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
  - Leaves in accordance with the written authorisation of the parent; or authorised nominee; or
  - is taken on an excursion; or
  - In the case of a medical emergency or another emergency (Refer to *Arrival and Departure 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 Centre or poses a risk to the safety of children or staff (refer to *Arrival and Departure Policy*).

*A Nominated Supervisor/ Responsible Person will:*

- Follow the policies and procedures of the Centre
- Ensure documentation relating to authorisations contains:
  - The name of the child enrolled in the centre
  - Date
  - Signature of the child's parent/guardian and authorised nominee as named on the enrolment form
- Keep all authorisations relating to each child in their enrolment record
- Exercise the right of refusal if written or verbal authorisations do not comply with National Regulations or Child Protection Legislation. If an authorisation is refused by the Centre, it is best practice to document:
  - The details of the authorisation
  - Why the authorisation was refused, and
  - Actions taken by the centre. For example: if the centre refused an authorised nominee named in the child's enrolment record to collect the child from the centre as they were under the influence of alcohol, the action taken to ensure that the child was collected (Refer to *Refusal of Authorisation Record*).
- Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. In accordance with National Regulations (R. 93) the Centre can administer medication in these circumstances without authorisation. If these situations occur 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
- Ensure that medication is not administered to a child without the authorisation of a parent/guardian or authorised person, except in the case of an emergency, including and asthma or anaphylaxis emergency (refer to *Administration of Medication Policy, Incident, Injury, Trauma and Illness Policy, Emergency and Evacuation Policy, Management of Asthma Policy, Management of Anaphylaxis Policy, Management of Diabetes Policy, and Management of Epilepsy Policy*).
- Ensure a child only departs from the Centre with:
  - A person who is the parent/guardian or authorised nominee named in the child's enrolment record;
  - With a person authorised by a parent or authorised nominee; or
  - Leaves in accordance with the written authorisation of the parent; or authorised nominee; or
  - Is taken on an excursion; or
  - in the case of a medical emergency or another emergency (Refer to *Arrival and Departure Policy* and *Emergency Evacuation Policy*).
- Ensure that written authorisation is provided by the parent or other person named in the child's enrolment record for a regular outing



- Ensure a child is not taken outside the Centre premises on an excursion except 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 the Centre’s policies.

*Educators will:*

- Follow the policies and procedures of the Centre
- Ensure that written authorisation is provided by the parent or other person named in the child’s enrolment record for a regular outing
- Ensure that parents/guardians sign and date permission 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
- Check that parents/guardians or an authorised nominee sign the attendance record as their child arrives and departs from the Centre
- 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 an asthma, anaphylaxis.
- Allow a child to depart from the Centre only with:
  - With a person authorised by a parent or authorised nominee; or
  - Leaves in accordance with the written authorisation of the parent; or authorised nominee; or
  - Is taken on an excursion; or
  - In the case of a medical emergency or another emergency (Refer to Arrival and Departure Policy and Emergency Evacuation Policy).
- Follow procedures if an inappropriate person attempts to collect a child from the Centre and poses a risk to the safety of the children and staff (for example, an intoxicated person)
- Inform the Approved Provider when a written authorisation does not meet the requirements outlined in Centre’s policies.

*Families will:*

- Read and comply with the policies and procedures of the Centre
- Complete the authorised nominee section of their child's enrolment form before their child commences at the Centre
- Ensure that changes to nominated authorised persons are provided to the Centre 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 Centre
- Sign and date permission forms for regular outings
- Sign and date permission forms for excursions
- Sign the attendance record as their child arrives and departs from the Centre
- 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 Action Plans where relevant for their child

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>• The name of the child;</li> <li>• The authorisation to administer medication, signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication;</li> <li>• The name of the medication to be administered;</li> <li>• The time and date the medication is to be administered;</li> </ul>
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	<ul style="list-style-type: none"> <li>• The dosage of the medication to be administered;</li> <li>• Whether the medication is to be self-administered, such as Ventolin or Insulin;</li> <li>• The reason for the medication;</li> <li>• The period of authorisation from and to;</li> <li>• The date the authorisation is signed;</li> <li>• From its original container before the expiry or use-by date;</li> <li>• In accordance with any instructions attached to the medication or provided by a registered medical practitioner;</li> <li>• Have a second person checking the dosage of the medication and witnessing its administration;</li> <li>• Educator administering medication and witness must write their full name and sign the medication record; and</li> <li>• Details of the administration must be recorded in the medication record.</li> </ul>
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<p><b>Medical treatment of the child including transportation by an ambulance Service</b> (included and authorised initially as part of the child's enrolment record):</p>	<ul style="list-style-type: none"> <li>• The name of the child;</li> <li>• Authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance centre;</li> <li>• Authorisation for the transportation of the child by an ambulance service;</li> <li>• The name, address and telephone number of the child's registered medical practitioner or medical centre and if available the child's Medicare number;</li> <li>• The name of the parent or guardian providing authorization;</li> <li>• The relationship to the child; and</li> <li>• The signature of the person providing authorisation and date</li> </ul>
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<p><b>Emergency Medical Treatment</b> (included and authorised initially as part of the child's enrolment record or as updates during enrolment)</p>	<ul style="list-style-type: none"> <li>• The Centre is able to seek emergency medical assistance for a child as required without seeking further authorisation from a parent or guardian in the case of an emergency (i.e. medical practitioner, ambulance or hospital) including for those emergencies relating to asthma and anaphylaxis</li> </ul>
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<p><b>Excursions</b></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> <li>• Anticipated number of children likely to be attending the excursion</li> </ul>
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	<ul style="list-style-type: none"> <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 centre</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>
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<b>Collection of children</b> (included and authorised initially as part of the child's enrolment record or as updated during enrolment):	<ul style="list-style-type: none"> <li>• The name of the child;</li> <li>• The name of the parent or the guardian of the child or the authorised nominee on the enrolment form providing authorization;</li> <li>• The 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>• The relationship to the child of the persons authorised to collect the child from the premises;</li> <li>• The signature of the person providing authorisation and date; and</li> <li>• Identification corresponding to the child's enrolment form of authorised person.</li> </ul>
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<b>Sunscreen</b>	<ul style="list-style-type: none"> <li>• Name of child</li> <li>• Permission authorised for staff to apply SPF 30+ or higher broad spectrum, water resistant sunscreen supplied by the centre or</li> <li>• Permission authorised for staff to apply SPF 30+ or higher broad-spectrum water-resistant sunscreen supplied by parent/guardian</li> <li>• Parent signature and date</li> <li>• Material Safety Data Sheet required for all products</li> <li>• Permission authorised for staff to apply insect repellent supplied by the centre or</li> <li>• Permission authorised for staff to apply insect repellent supplied by the parent/guardian</li> </ul> <p>Note: the use of sunscreen on babies under 6 months is not recommended due to their sensitive skin.</p>
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<b>Confirmation of Authorisation</b>	<ul style="list-style-type: none"> <li>• All authorisation forms received (other than the initial enrolment form) from parents or guardians are to be checked for completion and checked that the authoriser (name and signature) is the nominated parent or guardian on the enrolment form;</li> <li>• If incomplete or inappropriately signed, the authorisation form should be returned to the parent or guardian for correction; and</li> </ul>
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- Unless confirmation has been proven, the activity will be suspended for the child's participation until the form has been completed and authorised correctly

**Source:** Australian Children's Education & Care Quality Authority. (2014). Cancer Council. Preventing cancer: Sun protections: <https://www.cancer.org.au/preventing-cancer/sun-protection/> Early Childhood Australia Code of Ethics. (2016). Education and Care Services National Law Act 2010. (Amended 2018). [Education and Care Services National Regulations](#). (2011). Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017). Guide to the National Quality Standard. (2020). Revised National Quality Standard. (2018).

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National Quality Standard – NQS		
Quality Area 2: Children's Health and Safety		
2.2	<b>Safety</b>	Each child is protected
2.2.1	<b>Supervision</b>	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	<b>Incident and emergency management</b>	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented
2.2.3	<b>Child Protection</b>	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect
Education and Care Service National Regulations		
92	Medication record	
93	Administration of medication	
99	Children leaving the education and care service	
102	Authorisation for excursions	
160	Child enrolment records to be kept by approved provider	
161	Authorisations to be kept in enrolment record	
168	Education and care services must have policies and procedures	

