Acceptance and Refusal of Authorisation Policy

Purpose

Our service protects children's health, safety and wellbeing by ensuring all authorisations are valid, complete, and in the child's best interests.
Where an authorisation is incomplete, unclear, or does not meet requirements, the service may refuse it. All refusals are documented and parents are informed.

National Quality Standard (NQS) Quality Area 2 – Children's Health and Safety

- This policy supports Quality Area 2 of the National Quality Standard. Each child is protected under Element 2.2. Adequate supervision is maintained under Element 2.2.1. Effective incident and emergency management is in place under Element 2.2.2. Child protection responsibilities are acknowledged under Element 2.2.3.

National Regulations

- This policy links to Regulations 92 to 96 which cover medication and medical treatment, Regulation 99 relating to children leaving the service, Regulations 102 and 102D which cover excursions and transportation, Regulations 157, 160 and 161 relating to enrolment records and authorisations, and Regulations 168 to 172 which set out requirements for policies, procedures and notifications of changes.

Scope

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When Authorisation is Required

Written authorisation is required for the administration of medication, for medical, dental or first aid treatment, and for ambulance transportation. It is also required for excursions and regular outings, for the transportation of children outside excursions, for collection of children by an authorised nominee, for photographs or recordings taken by non-staff members, for participation in water-based activities, and at the time of enrolment.

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Responsibilities

Management will ensure that this policy is maintained and accessible to families and staff, that enrolment records contain all signed authorisations, and that staff are trained to recognise valid and invalid authorisations. Families must be notified of any changes to this policy at least 14 days before implementation, and all refusals of authorisation will be recorded with reasons and actions taken.

The Nominated Supervisor or Responsible Person will check that all authorisations include the child's name, date, parent or guardian signature and the necessary details. All authorisations will be filed with the child's enrolment record. Incomplete, incorrect or unsafe authorisations will be refused and refusals will be documented in a Refusal of Authorisation Record. In an emergency, medical treatment or medication may be provided without prior authorisation, for example in cases of asthma or anaphylaxis, and parents and the Regulatory Authority will be notified as required.

Educators will follow this policy by collecting and checking permission forms, ensuring children are signed in and out daily, and only administering medication with correct written authorisation unless in an emergency. They will supervise any child who is self-administering medication, refuse to release children to unauthorised or unsafe persons, and notify the supervisor if an authorisation is invalid.

Families are responsible for completing and signing all enrolment and authorisation forms, keeping authorised nominee details up to date, providing action plans for medical conditions, and ensuring signed forms are provided for medication, transport and excursions. Authorised nominees must bring photo identification when collecting children.

Authorisation Requirements

For medication, authorisation must include the child's name, the name and dosage of medication, the method and time of administration, the period of authorisation, and the parent or guardian's signature. Medication must be provided in its original container with a pharmacy label and expiry date. After administration, the educator and a witness must sign, and records must be kept for self-administration where applicable.

For medical treatment and ambulance authorisation, the enrolment record must include the child's name and Medicare number, parental consent for medical, dental or ambulance treatment, contact details of the child's doctor, and the name, relationship and signature of the parent or guardian.
In an emergency, the service may seek urgent medical assistance without prior consent, and parents will be notified as soon as possible.

For the collection of children, the authorisation must include the child's name, the names and relationships of authorised nominees, the parent or guardian's signature, and the date. Photo identification will be required for collection.

For transportation that is not an excursion, authorisation must state the child's name, the reason for transport, the pick-up and drop-off locations, the date or period of transport, the method of transport, and the number of children and staff. It must also confirm that a risk assessment has been completed and is available at the service. Where transport is regular, the authorisation will be valid for 12 months.
For excursions and regular outings, authorisation must include the child's name, the date, time and destination of the outing, the purpose and activities, the method of transport and proposed route, the ratio of educators to children, and the details of supervising adults. A risk assessment must be available at the service, and if water hazards are involved this must be included. For regular outings, authorisation is valid for 12 months unless conditions change.

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Refusal of Authorisation

The service may refuse an authorisation if it is incomplete, incorrectly signed, does not comply with regulations or policies, or if the person collecting the child is not authorised or appears unfit, for example due to intoxication. All refusals are documented including the details of the authorisation, the reason for refusal, and the actions taken to protect the child.

Child Safe Standards and Paramountcy Principle

The Service is committed to upholding the National Principles for Child Safe Organisations and embedding a strong child safe culture across all practices. In accordance with the Paramountcy Principle, the safety, wellbeing and best interests of the child are the primary and overriding consideration in all decisions, actions and practices undertaken by the Service, including the acceptance or refusal of authorisations.

This means that all decisions relating to authorisations must prioritise the safety, health and wellbeing of the child above all other considerations. Educators, staff and management are required to exercise professional judgement and take all reasonable precautions to ensure that only valid, complete and appropriate authorisations are accepted, and that any authorisation that may place a child at risk is refused.

The Service will ensure that all authorisations are carefully reviewed to confirm accuracy, clarity and compliance with regulatory requirements. Where there is any uncertainty, inconsistency or potential risk to a child's safety, the authorisation will not be accepted. In emergency situations, decisions will be made in the best interests of the child to ensure their immediate safety and wellbeing, with appropriate notification to families and relevant authorities.

All practices relating to the acceptance and refusal of authorisations must prioritise the protection of children from harm, uphold their rights and dignity, and ensure that children are safe, supported and cared for at all times

Review

Date:	Changes:	Reviewed by:
04/07/24	No Changes made	Charmayne Nathan
10/09/25	Simplified policy, changed presentation.	Charmayne Nathan
24/4/2026	Child Safe Standards & Paramountcy Principle was implemented in align with new laws and regulations	Charmayne Nathan