

# ACCEPTANCE AND REFUSAL OF AUTHORISATIONS

## PRINCIPLE

Greater Shepparton City Council Children's Services will ensure that the health, safety, wellbeing and best interests of children are met by implementing appropriate procedures for acceptance and non-acceptance of authorisations that are consistently managed by all staff and educators.

## DEFINITIONS

**Authorised nominee** – in relation to a child, means a person who has been given permission by a parent/guardian or family member of the child to collect the child from the education and care service (Section 170(5) of the Education and Care Services National Law).

**Unauthorised person** - (in relation to this policy) is any person who is not an authorised nominee, emergency services or medical personal; or a person who does not have authorisation (including a parent/guardian who is prohibited by a court order, parenting order or parenting plan) from having access with the child.

## GUIDELINES

### Children's Services will ensure:

1. Parents/guardians have completed the authorised nominee section on the child's enrolment form.
2. Authorisation must be given by a parent or other person named in the child's enrolment record as having authority to authorise the taking of the child outside the premises by an educator. The authorisation must state the information listed in *Education and Care Services National Regulation 102(4)*.
3. That a child being educated and cared for by the service does not leave the premises except where the child:
  - is given into the care of a parent, an authorised nominee named in the child's enrolment record or a person authorised by a parent or authorised nominee; or
  - leaves in accordance with the written authorisation of the child's parent or authorised nominee; or
  - is taken on an excursion; or
  - is given into the care of a person or taken outside the premises because the child requires medical, hospital or ambulance care or treatment, or because of another emergency (*Education and Care Services National Regulation 99*).

4. 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, 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. If relevant, an authorisation given under regulation 102 for the service to take the child on regular outings (*Education and Care Services National Regulation 161*).
5. The details to be recorded on a medication record includes the authorisation to administer medication (including self-administration if applicable) signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication (*Education and Care Services National Regulation 92(3)(b)*).
6. For a child over preschool age to self-administer medication if:
  - an authorisation for the child to self-administer medication is recorded in the medication record for the child; and
  - the medical conditions policy of the service sets out practices in relation to self-administration of medication by children over preschool age (*Education and Care Services National Regulation 96(a)*).
7. In exceptional circumstances there may be circumstances where the service refuses an authorisation. Decisions around refusing an authorisation will be made on a case by case basis by the service, for example:
  - Administration of medication (*Education and Care Services National Regulation 93*)
    - Medication will not be administered to a child if it is not in accordance with the requirements of the procedure for administration of medication (*Education and Care Services National Regulation 95*).
  - Self-administration of medication (*Education and Care Services National Regulation 96*):
    - A child will not self-administer medication if they are not capable of self-administering.
  - Children leaving the education and care service premises (*Education and Care Services National Regulation 99*):
    - A child will not leave the service if the parent or any other authorised nominee or person as listed in *Education and Care Services National Regulation 99* does not appear to be fit to take care of the child.
  - Authorisation for excursions (*Education and Care Services National Regulation 102*):
    - if an authorisation received by the service for an excursion does not meet the requirements of (*Education and Care Services National Regulation 102*), such as it appears to not have been signed by a person authorised to sign.
8. If an authorisation is refused by the service, the following is to be documented:
  - the details of the authorisation
  - why the authorisation was refused
  - actions taken by the service

**Related Policies:**

- Child Safe
- Delivery and Collection of Children
- Enrolment and Orientation
- Excursions
- Emergency Situations
- Medical Conditions
- Providing a Child Safe Environment

**National Quality Standard: 2.1, 2.2.**

**Education and Care Services National Regulations 92(3)b, 93,95,96(a),99,102 (4),161,168(2)(m)**

**Education and Care Services National Law – section 167,170(5)**

**Sources and Reference Tools**

- *Education and Care Services National Regulations*
- *Education and Care Services National Law Act*
- *Guide to the National Quality Framework ACECQA – Operational Requirements*
- *DET – Acceptance and refusal of Authorisations policy*

Reviewed: August 2019  
Next review due: August 2021

Updated 09/2023 - removing reference to Family Day Care due to cease of Family Day Care operations