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		Revision Period:	2 year
		Issue:	4
		Last Revision Date:	1.6.26
		Date Printed:	1.6.26
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Acceptance and Refusal of Authorisations Policy and Procedures

Rev	Date	Revision Details	By
A0	17.4.22	Initial Draft	IW
A1	10.2.23	Reviewed Policy and Procedures. No changes needed, however a change was added to the 'Known Medical Condition' form so that families state the period of time children will be using a specific medication.	MP
A2	9.1.24	Review, reflect and improve	MP
A3	16.3.26	Review, reflect and improve	MW
A4	1.6.26	Rebranding - The Nest	MW



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Policy Statement

Our service recognises the importance of ensuring that all authorisations relating to children's health, safety, wellbeing, and care are obtained, verified, and documented appropriately.

The service will only act on authorisations provided by a parent, authorised nominee, or person listed on the child's enrolment record as permitted under the Education and Care Services National Law and Regulations.


We are committed to:

- protecting the safety, wellbeing, and rights of children
- ensuring authorisations are obtained and verified appropriately
- maintaining accurate records and documentation
- complying with the Education and Care Services National Law and Regulations
- supporting transparent communication with families.

Background

The Education and Care Services National Regulations require services to implement policies and procedures relating to authorisations for matters including:

- administration of medication
- collection of children

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- medical treatment
- excursions and regular outings
- emergency medical care.

Authorisations are essential to ensure that decisions relating to children are lawful, informed, and made in the best interests of the child.

The service maintains clear procedures for obtaining, confirming, and managing authorisations to ensure children's safety and regulatory compliance.


Legislative Requirements

This policy is informed by the Education and Care Services National Law and Regulations, including:

- Regulation 92 – Medication record
- Regulation 93 – Administration of medication
- Regulation 94 – Exception to authorisation requirement
- Regulation 99 – Children leaving the education and care service premises
- Regulation 102 – Authorisation for excursions
- Regulation 161 – Authorisations to be kept in enrolment record.

Related Policies

- Enrolment and Orientation Policy and Procedures

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- Administration of Medication Policy and Procedures
 - Medical Conditions Policy and Procedures
 - Excursions and Regular Outings Policy and Procedures
 - Delivery and Collection of Children Policy and Procedures
 - Emergency and Evacuation Policy and Procedures
 - Incident, Injury, Trauma and Illness Policy and Procedures
 - Child Protection Policy and Procedures
-


Purpose

This policy outlines how authorisations are obtained, verified, managed, and stored to ensure children's safety, wellbeing, and compliance with legislative requirements.

Scope

This policy applies to all:

- educators
- staff
- students
- volunteers
- families
- authorised nominees

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- visitors at the service.

Procedures

Authorisation Requirements

Authorisations must be provided by a parent or authorised nominee listed on the child's enrolment form.

Authorisations must:


- be provided in writing
- clearly state the action being authorised
- include the child's name
- include the signature of the person providing the authorisation
- include the date of authorisation.

The service will verify that the person providing the authorisation is listed on the child's enrolment record and has authority to provide consent.

If an authorisation is incomplete, unclear, or inconsistent with enrolment information, clarification will be sought before any action is undertaken.

Administration of Medication

Written authorisation must be obtained before medication is administered to a child.

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The authorisation must include:

- the child's name
- the name of the medication
- dosage and method of administration
- time medication is to be administered
- date
- signature of the parent or authorised nominee.

Medication must be administered in accordance with the service's Administration of Medication Policy and Procedures.

In emergency medical situations, medication may be administered without prior written authorisation where necessary to save a child's life or prevent serious injury, provided emergency services are contacted as soon as practicable.


Medical Treatment Including Ambulance Transportation

Authorisation for medical treatment and ambulance transportation is obtained during enrolment.

Parents provide consent for:

- seeking medical treatment if required
- transportation of the child by ambulance
- hospital treatment if necessary.

If urgent medical treatment is required:

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- educators will contact emergency services immediately
 - parents or emergency contacts will be notified as soon as possible
 - educators will remain with the child until a parent or authorised nominee arrives.
-

Emergency Medical Treatment

In emergency situations where immediate medical treatment is required and a parent or authorised nominee cannot be contacted, educators will:


- administer first aid
- contact emergency services
- follow the child's medical management plan where applicable
- notify parents or emergency contacts as soon as possible.

The safety and wellbeing of the child will always take priority.

Collection of Children

Children may only leave the service:

- with a parent
- with an authorised nominee listed on the child's enrolment form
- with a person authorised by the parent on that day.

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Educators will verify the identity of any person collecting a child who is not known to staff.

If an unauthorised person attempts to collect a child:

- the child will not be released
- the parent will be contacted immediately
- the Nominated Supervisor or Responsible Person will manage the situation in accordance with service procedures.


Excursions and Regular Outings

Written authorisation must be obtained before a child participates in an excursion or regular outing.

The authorisation must include:

- the child's name
- reason for the excursion
- destination
- proposed activities
- date and time
- transport arrangements (if applicable)
- ratio of educators to children
- associated risks.

For regular outings, authorisation may be obtained annually provided the details remain unchanged.

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Confirmation of Authorisation

Before acting on any authorisation, educators will confirm that:

- the person providing the authorisation is listed on the child's enrolment form
- the authorisation is written and signed
- the authorisation contains all required information
- the authorisation relates to the specific activity or action.


Authorisations will be stored securely within the child's enrolment record in accordance with legislative requirements.

Refusal of Authorisations

The service may refuse to accept an authorisation if it:

- is not provided by a parent or authorised nominee listed on the enrolment record
- is incomplete or unclear
- does not include required details or signatures
- appears inconsistent with enrolment information
- may place a child's safety, health, or wellbeing at risk
- does not comply with legislative or service policy requirements.

If an authorisation is refused, educators or the Nominated Supervisor will:

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- explain the reason for refusal to the parent or authorised nominee
- request corrected or updated documentation where appropriate
- document the refusal where required
- ensure no action requiring authorisation occurs without valid consent.

In emergency situations where immediate action is required to protect a child's health or safety, the service may act without prior authorisation in accordance with the Education and Care Services National Regulations.


The service will always prioritise the safety, wellbeing, and best interests of the child.

Policy Implementation and Review

All service users must follow this policy.

The service will:

- ensure policies are accessible
- review the policy regularly (at least annually)
- provide at least 14 days' notice for significant changes
- monitor compliance and improve practices where required.

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Roles and Responsibilities

Approved Provider / Nominated Supervisor

Will:

- ensure this policy is implemented and reviewed
 - ensure authorisation records are maintained appropriately
 - ensure compliance with legislative requirements
 - support educators in following authorisation procedures.
-

Educators and Staff

Will:

- follow all procedures outlined in this policy
 - verify authorisations before taking action
 - ensure children are only released to authorised persons
 - maintain accurate records
 - report concerns regarding authorisations to the Nominated Supervisor.
-

Families

Will:

- provide accurate and up-to-date enrolment information
- ensure authorised nominees are clearly identified

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- provide written authorisations where required
- inform the service of changes to authorised persons or arrangements.