



### 1. Policy Statement

We have comprehensive processes in place for managing authorisations that are sensitive to the needs of children and their families. We ensure that authorisations are obtained from families or authorised nominees in relation to:

- administering medication to children (regulation 92)
- children leaving the premises in the care of the parent or the authorised nominee (regulation 99)
- excursions, including transportation (regulation 102)
- transport provided or arranged by the service (regulation 102D)
- seeking medical treatment for children and transportation by an ambulance service (regulation 161).
- photos of children and the protection of privacy
- CCTV camera and the protection of privacy

### 2. Background

The Education and Care Services National Regulations require the approved provider to ensure our service has a policy and procedures in place in relation to the acceptance and refusal of authorisations. Written authorisations from parents or authorised nominees help to ensure that the health, safety, wellbeing and best interests of all children are met. Through the authorisation process, parents are informed of risks associated with a matter and can make an informed choice whether or not to proceed.

### 3. Legislative Requirements

Section/Regulation	Description
<b>Regulation 92</b>	Medication record
<b>Regulation 93</b>	Administration of medication
<b>Regulation 94</b>	Exception to authorisation requirement – anaphylaxis or asthma emergency
<b>Regulation 96</b>	Self-administration of medication
<b>Regulation 99</b>	Children leaving the education and care service premises
<b>Regulation 102</b>	Authorisation for excursions
<b>Regulation 102D</b>	Authorisation for service to transport children
<b>Regulation 160</b>	Child enrolment records to be kept by approved provider and family day care educator



<b>Regulation 161</b>	Authorisations to be kept in enrolment record
<b>Regulation 168</b>	Education and care service must have policies and procedures
<b>Regulation 170</b>	Policies and procedures to be followed
<b>Regulation 171</b>	Policies and procedures to be kept available
<b>Regulation 172</b>	Notification of change to policies or procedures

#### 4. Principles informing our Policy

All decision-making is carried out in accordance with the principles of our service's Acceptance and Refusal of Authorisations Policy.

- The health, safety and wellbeing of children is our number one priority. Our range of safeguards include policies and procedures for the acceptance and refusal of authorisations.
- Our families are part of the service decision-making process. Through authorisations, they are made aware of risks and can make informed decisions.
- We value the important role our educators and staff play. They are provided with the necessary training and support to act in accordance with authorisations provided.
- We prioritise good governance and quality management. We ensure that our acceptance and refusal of authorisations processes are effective and transparent and meet all regulatory requirements.

#### 5. Key terms

<b>Term</b>	<b>Meaning</b>	<b>Source</b>
<b>ACECQA - Australian Children's Education and Care Quality Authority</b>	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.	acecqa.gov.au
<b>Authorised nominee</b>	A person who has been given permission by a parent or family member to collect the child from the service or the family day care (FDC) educator.	National Law (Section 170)
<b>CCTV</b>	Closed circuit television cameras	
<b>Enrolment record</b>	The approved provider must ensure that an enrolment record is kept for each child enrolled at the service, and the	National Regulations



	<p>FDC educator must keep an enrolment record for each child they educate and care for. The record must include:</p> <ul style="list-style-type: none"> <li>• Full name, date of birth and address of the child.</li> <li>• The name, address and contact details of: <ul style="list-style-type: none"> <li>○ each known parent of the child</li> <li>○ any emergency contact</li> <li>○ any authorised nominee</li> <li>○ any person authorised to consent to medical treatment or administration of medication</li> <li>○ any person authorised to give permission to the educator to take the child off the premises</li> <li>○ any person who is authorised to authorise the education and care service to transport the child or arrange transportation of the child.</li> </ul> </li> <li>• Details of any court orders, parenting orders or parenting plan.</li> <li>• Gender of the child.</li> <li>• Language used in the child’s home.</li> <li>• Cultural background of the child and their parents.</li> <li>• Any special considerations for the child, such as cultural, dietary or religious requirements or additional needs.</li> <li>• Authorisations for: <ul style="list-style-type: none"> <li>○ the approved provider, nominated supervisor or an educator to seek medical treatment and/or ambulance transportation for the child</li> <li>○ the service to take the child on regular outings • regular transportation of the child.</li> <li>○ Name, address and telephone number of the child’s registered medical practitioner or medical service.</li> </ul> </li> <li>• Medicare number (if available).</li> <li>• Details of any specific healthcare needs of the child, including any medical conditions, allergies, or diagnosis that the child is at risk of anaphylaxis.</li> <li>• Any medical management plan, anaphylaxis medical management plan or risk minimisation plan.</li> <li>• Dietary restrictions.</li> <li>• Immunisation status. National Regulations (Regulations 102, 102D, 160–162) Guide to the NQF (Management of records – Children’s enrolment record) 4 Acceptance and</li> </ul>	<p>(Regulations 102, 102D, 160–162)</p> <p>Guide to the NQF (Management of records – Children’s enrolment record)</p>
--	---	---



	<p>refusal of authorisations August 2021 Term Meaning Source Enrolment record (cont.)</p> <ul style="list-style-type: none"> <li>• If the approved provider or a staff member has sighted a child's health record, a notation to that effect.</li> </ul>	
<b>Excursion</b>	<p>An outing organised by the SPLASH. It does not include an outing organised provided on a school site if:</p> <ul style="list-style-type: none"> <li>(a) the child or children leave the education and care service premises in the company of an educator; and</li> <li>(b) the child or children do not leave the school site.</li> </ul>	National Regulations (Definitions)
<b>Medication</b>	<p>Medicine within the meaning of the Therapeutic Goods Act 1989 (Cth). Medicine includes prescription, over-the-counter and complementary medicines. All therapeutic goods in Australia are listed on the Australian Register of Therapeutic Goods, available on the Therapeutic Goods Administration website (<a href="http://tga.gov.au">tga.gov.au</a>).</p>	Guide to the NQF (Glossary)
<b>Medical attention</b>	<p>Includes a visit to a registered medical practitioner or attendance at a hospital.</p>	<a href="http://acecqa.gov.au">acecqa.gov.au</a>
<b>Medical emergency</b>	<p>An injury or illness that is acute and poses an immediate risk to a person's life or long-term health.</p>	
<b>Medication record</b>	<p>The approved provider must keep a medication record for each child to whom medication is administered by the service. This record must include:</p> <ul style="list-style-type: none"> <li>• the child's name</li> <li>• signed authorisation to administer medication</li> <li>• a record of the medication administered, including time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication, if required.</li> </ul> <p>The medication record template is available on the ACECQA website: <a href="http://acecqa.gov.au/media/22731">acecqa.gov.au/media/22731</a></p>	National Regulations
<b>Regular outing service, child is transported.</b>	<p>In relation to an education and care service, means a walk, drive or trip to and from a destination:</p> <ul style="list-style-type: none"> <li>(a) that the service visits regularly as part of its educational program; and</li> <li>(b) where the circumstances relevant to the risk assessment are the same on each outing.</li> </ul>	National Regulations (Definitions)
<b>Regular transportation</b>	<p>In relation to an education and care means the transportation by the service or arranged by the service</p>	Guide to the NQF (Glossary)



	(other than as part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are the same for each occasion on which the child is transported	
<b>Transportation</b>	<p>Transportation forms part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, and duty of care owed to children, applies in scenarios where services are transporting children, or have arranged for the transportation of children, between an education and care service premises and another location, for example their home, school, or a place of excursion.</p> <p>Examples of transport not forming part of a service include:</p> <ul style="list-style-type: none"> <li>• private transport provided by families and carers (i.e. carers not engaged by/registered with a service)</li> <li>• transport provided and/or arranged by an entity other than the approved provider, e.g. a school bus, and the children are not under the care of the approved provider</li> <li>• transport where the approved provider is providing the transport service in a capacity other than as the approved provider, e.g. where a school provides school education, and provides a school bus to school students, on which the children who attend the service also travel for practical reasons (such as in a remote or rural location)</li> <li>• when a disability service picks up children and transports them to school or an activity.</li> </ul>	

### 6. Related Policies

- Administration of Authorised Medication Policy
- Dealing with medical conditions in children Policy
- Delivery and collection of Children Policy
- Emergency and evacuation
- Enrolment and orientation Policy
- Excursion Policy
- Governance and management Policy

*Living and Learning Together in Christ*

44 Audrey Avenue, Blair Athol, South Australia 5084  
**T** 08 8260 2655 **E** admin@stpaulba.sa.edu.au  
**W** stpaulba.sa.edu.au / ABN 84 648 346 828



- Incident, injury, trauma and illness Policy
- Nutrition, food and beverages, dietary requirements Policy
- Privacy and Confidentiality Policy
- Providing a child safe environment Policy
- Safe transportation of children Policy
- The administration of first aid Policy

### **7. Induction and ongoing training**

- All leaders, educators and staff will be informed of the Acceptance and Refusal Of Authorisations Policy
  - during induction and regularly in daily practice.
- All families will be informed of the Acceptance and Refusal Of Authorisations Policy
  - During the enrolment process.
- The provider and all staff involved in management of the service will be provided with training around acceptance and refusal of authorisations which takes account of the Education & Care Law, National Regulations and the National Quality Standards.
- Training and information sharing to assist managers, co-ordinators, educators and other staff to fulfil their roles effectively, will include reference to the Acceptance and Refusal Of Authorisations Policy

### **8. Policy Review**

Last reviewed: February 2026

Date for next review: February 2027

## Procedural Guidelines

### 1. Reference to Policy and Philosophy

As the approved provider we ensure our service has a policy and procedures in place in relation to the acceptance and refusal of authorisations. Written authorisations from parents or authorised nominees help to ensure that the health, safety, wellbeing and best interests of all children are met. Through the authorisation process, parents are informed of risks associated with a matter, and can make an informed choice whether or not to proceed. We have comprehensive processes in place for managing authorisations that are sensitive to the needs of children and their families.

Our Acceptance and Refusal of Authorisations policy is attached to this document. Hard copies are available in the Splash Office and on our School website.

### 2. Procedures

Procedures are attached to the Acceptance & Refusal of Authorisations Policy and can be accessed in the Policy Folder on Teams and on our School Website.

When registering their child at SPLASH, families will be made aware of the requirements and the importance of keeping authorisations up-to-date.

### 3. Roles and Responsibilities

Roles	Responsibilities
<b>Approved Provider</b>	<ul style="list-style-type: none"> <li>• ensure that obligations under the Education and Care Services National Law and National Regulations are met</li> <li>• ensure that an enrolment record is kept for each child that includes authorisations signed by a parent or a person authorised to consent to the medical treatment of the child if relevant, in relation to:               <ul style="list-style-type: none"> <li>○ seeking medical treatment from a registered medical practitioner, hospital or ambulance service</li> </ul> </li> </ul>



# St Paul Lutheran School- SPLASH

## Acceptance and Refusal of Authorisations Policy

March 2026

	<ul style="list-style-type: none"><li><ul style="list-style-type: none"><li>○ transportation by an ambulance service</li><li>○ regular outings and transportation (regulations 160, 161)</li><li>○ ensure that a medication record is kept that includes the authorisation to administer medication signed by a parent or a person named in the enrolment record (regulation 92)</li></ul></li><li>● ensure that medication is only administered or self-administered if authorised or, in an emergency, authorisation is provided verbally by:<ul style="list-style-type: none"><li>○ a parent or a person named in the enrolment record</li><li>○ a registered medical practitioner or an emergency service if the parent or person named in the enrolment record cannot be contacted (regulations 93, 96)</li><li>○ in the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation (regulation 94)</li></ul></li><li>● ensure that children only leave the service premises, with a parent, an authorised nominee named in the enrolment record, or a person named in the enrolment record to collect the child (regulation 99)</li><li>● ensure all children have appropriate authorisation to leave the service on an excursion or regular outing (regulation 102)</li><li>● ensure no child is transported by the service without authorisation from a parent or other person named in the enrolment record (regulation 102D)</li><li>● ensure systems requiring authorisations are in place for other legal requirements or quality practices, e.g. photos of children and privacy</li><li>● ensure authorisations are kept up-to-date</li><li>● put in place processes for circumstances where authorisations are refused/not applicable. For example:<ul style="list-style-type: none"><li>○ where the service is asked to administer medication that is not in its original container (see regulation 95)</li><li>○ when leaving the service, the parent, authorised nominee or person as listed in regulation 99 does not appear to be fit to take the child</li><li>○ the child has been given authorisation to leave the service alone, however the environment they would be in is unsafe</li></ul></li><li>● take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the Acceptance and refusal of authorisations policy and procedures</li><li>● ensure that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators and staff, and available for inspection</li><li>● notify families at least 14 days before changing the policy or procedures if the changes will:<ul style="list-style-type: none"><li>○ affect the fees charged or the way they are collected or</li></ul></li></ul>
--	---



# St Paul Lutheran School- SPLASH

## Acceptance and Refusal of Authorisations Policy

March 2026

	<ul style="list-style-type: none"> <li>○ significantly impact the service's education and care of children or</li> <li>○ significantly impact the family's ability to utilise the service</li> </ul>
<b>Nominated Supervisor</b>	<ul style="list-style-type: none"> <li>● implement the Acceptance and refusal of authorisations policy and procedures</li> <li>● ensure that the child's family completes and signs authorisations in the enrolment record and medication record (if relevant) before the child commences at the service</li> <li>● ensure no child is transported by the service without an authorisation from their parent or other person named in the enrolment record</li> <li>● ensure that medication is only administered or self-administered if authorised or, in an emergency, authorisation is provided verbally by: <ul style="list-style-type: none"> <li>○ a parent or a person named in the enrolment record</li> <li>○ a registered medical practitioner or an emergency service if the parent or person named in the enrolment record cannot be contacted</li> </ul> </li> <li>● in the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation</li> <li>● ensure that children only leave the service premises, with a parent, an authorised nominee named in the enrolment record, or a person named in the enrolment record to collect the child</li> <li>● ensure all children have appropriate authorisation to leave the service on an excursion or regular outing</li> <li>● ensure no child is transported by the service without authorisation from a parent or other person named in the enrolment record</li> <li>● implement and oversee authorisation systems for other legal requirements or quality practices, e.g. photos of children and privacy</li> <li>● ensure authorisations are kept up-to-date</li> <li>● implement processes for circumstances where authorisations may be refused/not applicable</li> </ul>
<b>Educators</b>	<ul style="list-style-type: none"> <li>● ensure all action plans are carried out in line with the Acceptance and refusal of authorisations policy and procedures</li> <li>● ensure that the child's family completes and signs authorisations in the enrolment record and medication record (if relevant) before the child commences at the service</li> <li>● ensure no child is transported by the service without an authorisation from their parent or other person named in the enrolment record</li> <li>● ensure that medication is only administered or self-administered if authorised or, in an emergency, authorisation is provided verbally by: <ul style="list-style-type: none"> <li>○ a parent or a person named in the enrolment record</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>○ a registered medical practitioner or an emergency service if the parent or person named in the enrolment record cannot be contacted</li> <li>• in the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation</li> <li>• ensure that children only leave the service premises with a parent, an authorised nominee named in the enrolment record, or a person named in the enrolment record to collect the child</li> <li>• ensure all children have appropriate authorisation to leave the service on an excursion or regular outing</li> <li>• ensure no child is transported by the service without authorisation from a parent or other person named in the enrolment record</li> <li>• implement authorisation systems for other legal requirements or quality practices, e.g. photos of children and privacy</li> <li>• ensure authorisations are kept up-to-date</li> <li>• implement processes for circumstances where authorisations may be refused/not applicable.</li> </ul>
<b>Families</b>	<ul style="list-style-type: none"> <li>• complete and sign authorisations in the enrolment record and medication record (if relevant) before their child commences at the service</li> <li>• complete and sign the authorisation for their child to attend excursions and/or to be transported by the service</li> <li>• ensure any changes to authorisations or contact details are kept up-to-date</li> <li>• be familiar with circumstances where authorisations may be refused/not applicable.</li> </ul>

### 3.1 Matters that Require Authorisation

To ensure children’s health and safety, and comply with the requirements of the National Law and Regulations and our policies and procedures, we will only allow the following activities to occur in respect of individual children if they are properly authorised by parents in writing and dated:

- Administration of medication (which includes over-the-counter and therapeutic goods under the Therapeutic Goods Act 1989 like Panadol, sunscreen, nappy cream and insect repellent)
- Administration of medical treatment, general first aid products and ambulance transportation (required in enrolment records)
- Emergency Ambulance transportation
- Excursions including local walks and regular outings



- Incursion attendance
- Transportation including regular transportation
- Taking of children's photographs
- The use of CCTV cameras in the Service where footage may include their child
- Posting of children's photographs on the service's social media account
- Collection of children by people other than parents e.g. the child
  - leaves in accordance with the written authorisation of a parent or authorised nominee
  - is given into the care of a person or taken outside the premises for urgent medical treatment or because of another emergency
- Water based activities

Written authorisations will contain all information required under the National Regulations and service policies - please see specific policies for more details.

SPLASH will accept verbal authorisations in the following situations:

- there is a medical emergency (authorisations are not required for asthma and anaphylactic emergencies)
- parents or authorised nominees are unable to collect a child before the service closes and authorise an alternate person to collect the child

Whenever a person not known to educators is authorised verbally or in writing to collect the child, they must be adequately identified by educators before the child is released. See Delivery and Collection of Children Policy for more information.

### **3.2 Authorisation Requirements**

Authorisation documents are required for the following situations and must have details recorded as specified below.

#### **3.2.1 Electronic Authorisations**

SPLASH obtain written authorisations electronically, including through secure digital platforms such as Microsoft Forms.



Where electronic authorisation is used:

- The form will include a clear statement outlining what is being authorised
- A tick box or declaration confirming consent will be required prior to submission
- The identity of the parent or authorised nominee will be verified (e.g. via known email address or enrolment details)
- The submission will record the date and time of consent
- Records of electronic authorisations will be securely stored and retained as part of the child's enrolment record in accordance with Regulation 161

Electronic authorisations are considered valid where they meet the requirements for written authorisation under the Education and Care Services National Regulations.

### **3.2.2. Administration of medication (including self-medication if applicable)**

- Name of the child.
- Authorisation to administer medication (including if applicable, self-administration), signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication.
- Name of the medication to be administered.
- Time and date the medication is to be administered.
- Dosage of the medication to be administered
- Manner in which the medication is to be administered.
- Period of authorisation (dates from and to).
- Date the authorisation is signed.

### **3.2.3. Medical treatment of the child, including transportation by an ambulance service**

This information is included and authorised initially as part of the child's enrolment record or as amended at a later date.

- Name of the child.
- Authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service.



- Authorisation for the transportation of the child by an ambulance service.
- Name, address and telephone number of the child's registered medical practitioner or medical service and, if available, the child's Medicare number.
- Name of the authorised parent or person, relationship to the child.
- Signature of the person providing authorisation.
- Date the authorisation is signed.

### **3.2.4. Emergency medical treatment**

This is included and authorised initially as part of the child's enrolment record or as amended at a later date.

Educators are able to seek emergency medical assistance for a child as required without seeking further authorisation from a parent (medical practitioner, ambulance or hospital). This includes for emergencies relating to asthma and anaphylaxis.

If emergency medical assistance is sought without further authorisation the family must be contacted as soon as practicable.

### **3.2.5. Collection of children**

This is included and authorised initially as part of the child's enrolment record or as amended at a later date. Sites must ensure they have mechanisms in place to regularly check emergency contact details are up to date.

- Name of the child.
- Name of the parent of the child or the authorised nominee on the enrolment form providing authorisation.
- 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.
- Relationship to the child of the persons authorised to collect the child from the premises.
- Signature of the person providing authorisation.
- Period of authorisation (dates from and to).
- Date the authorisation is signed.



### **3.2.6. Excursions (including local walks and regular outings)**

Authorisation for an excursion must be obtained in accordance with the camps and excursions procedure

If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period or when changes in the circumstances of the transportation highlight new or additional risks that may affect the safety, health and wellbeing of children being transported.

- Name of the child.
- Reason the child is to be taken on the excursion.
- Date of the excursion (if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outing).
- A description of the proposed destination for the excursion.
- Means of transport to be used and any requirements for seatbelts or safety restraints.
- Proposed activities to be undertaken by the child during the excursion.
- Period the child will be away from the premises.
- Anticipated number of children likely to be attending the excursion.
- Anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion.
- Anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion.
- That a risk assessment has been prepared and is available at the service.
- Name of the parent or other person named in the child's enrolment record as having authority, given by a parent, to provide authorisation.
- Relationship to the child.
- Signature of the person providing authorisation.
- Date the authorisation is signed.

### **3.2.7. Transportation of children (other than for an excursion), including regular transportation**

Written authorisation for a child to be transported must be given prior to transportation, and by a parent or other person named in the child's enrolment record as having authority, given by a



parent, to authorise the child being transported by the service or on transportation arranged by the service.

If the transportation is regular transportation authorisation must be obtained in accordance with the safe transportation of children policy and the safe transportation of children procedure.

A new written authorisation must be obtained when changes in the circumstances of transportation highlight new or additional risks that may affect the safety, health and wellbeing of children being transported and new risk assessment has been completed.

- Name of the child.
- Reason for transporting the child.
- Date the child is to be transported (if the authorisation is for regular transportation, a description of when the child is to be transported).
- A description of the proposed pick-up location and destination.
- Means of transport to be used.
- Any requirements for seatbelts or safety restraints.
- Period of time during which the child is to be transported.
- Anticipated number of children likely to be transported.
- Anticipated number of staff members and any other adults who will accompany and supervise the children during transportation.
- Acknowledgement that a risk assessment has been prepared and is available.
- Acknowledgement that a written policy and procedure for transporting children is available.
- Name of the parent or other person named in the child's enrolment record as having authority, given by a parent, to authorise the child being transported.
- Signature of the person providing authorisation and date the authorisation is signed.

### **3.2.8. Refusing Authorisations**

Staff will refuse an authorisation if it unreasonably risks the child's safety, is not in line with our policies and procedures or is fraudulent. For example staff will refuse an authorisation in the following situations:

- the authorisation is not (or does not appear to be) made by an authorised person



- the authorisation does not comply with aspects of our policies and procedures - e.g. medication is not in the original container, does not have the child's name on it, has expired, has an illegible label or the authorised dosage does not match the doctor's instructions
- an authorised nominee, or person authorised by a parent or authorised nominee, does not appear to be capable of safely collecting the child (Delivery and Collection of Children Policy)

For transparency and accuracy, if staff refuse an authorisation they will record the following information in the child's file:

- the details of the authorisation
- why the authorisation was refused
- actions taken e.g. parent asked to supply medication in original container

#### 4. Sources

- Education and Care Services National Law and Regulations
- National Quality Standard
- [SA Department of Education – Early Childhood Services](#)
- [ACECOA - Acceptance & Refusal of Authorisations Policy Guidelines](#)

#### 5. Policy Review

Last reviewed: March 2026

Date for next review: March 2027