

# Policy

## Acceptance and Refusal of Authorisations

Please note, this policy must be read in conjunction with other relevant policy and procedural information provided on the approved provider's website including: [Acceptance and refusal of authorisations policy \(edi.sa.edu.au\)](http://edi.sa.edu.au)

### NQS

QA7	7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
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### NATIONAL REGULATIONS

Reg	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

### EYLF

LO3	Children are aware of and develop strategies to support their own mental and physical health and personal safety
	Children are happy, healthy, safe and connected to others.
	Educators promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families and the community
	Educators discuss health and safety issues with children and involve them in developing guidelines to keep the environment safe for all.

### Who is affected by this policy?

- Children
- Families
- Educators/Employees
- Governing Council

### Overview

This policy outlines authorisation requirements for preschools. It also advises what to do if parents or guardians submit incomplete authorisations. This is to avoid situations that could lead to a refusal to enact authorisations.

## Purpose

Preschool services are required to obtain appropriate authorisation from parents or guardians in relation to certain matters. Matters requiring authorisation cannot be enacted unless an authorisation form has been completed correctly and appropriately signed.

## Matters that require authorisation

The Education and Care Services National Regulations require parent or guardian authorisation to be provided in matters relating to:

- administration of medication.
- medical treatment of the child, including transportation by an ambulance service.
- collection of children from the service.
- excursions, including regular outings.
- Transportation of children (other than for an excursion), including regular transportation

## Authorisation Requirements

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

### Administration of Medication

- 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.

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

This 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 parent or guardian providing authorisation.
- relationship to the child.
- signature of the person providing authorisation.
- date the authorisation is signed.

## Emergency Medical Treatment

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

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

## Collection of Children

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

- name of the child.
- name of the parent or the guardian 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.

## Excursions (including regular outings)

- Authorisation for an excursion must be obtained in accordance with the [camps and excursions procedure](#) using the [ED170 parental consent form \(DOC 103 KB\)](#). 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.

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

Written authorisation must be obtained before transportation. If the transportation is regular transportation, the authorisation is only required to be obtained once in a 12-month period. A new written authorisation must be completed 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 a 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.

### Verification of Authorisation

All authorisation forms received from parents or other persons named in the enrolment record as having authority, given by a parent, to provide authorisation, are to be checked for completion. It should be verified that the authoriser (name and signature) is the nominated parent on the enrolment form.

Incomplete or inappropriately signed authorisation forms should be returned to the parent or guardian for correction.

No action with regard to the specific activity requiring authorisation should occur unless the authorisation form has been completed correctly and appropriately signed.

### Storing Authorisation Forms

All authorisation forms should be filed with the child's enrolment details.

### Sources

- Early Years Learning Framework (v2.0, 2022)
- National Quality Standard
- National Regulations
- Department for Education Acceptance and Refusal of Authorisations Policy, [Acceptance and refusal of authorisations policy \(edi.sa.edu.au\)](http://edi.sa.edu.au)
- Department for Education Preschool Attendance Recording Procedure [Preschool attendance recording procedure](#)
- Consultation process completed and feedback included from children, staff, families and Governing Council members

### Review

The policy will be reviewed bi-annually.

Review will be conducted by:

- Governing Council
- Educators/Employees
- Families
- Interested Parties

Document History	Version	Approved Date	Description of Change	Next Review Date
	1.0	30/07/2019	Policy Developed	30/07/2021
Reviewed	2.0	29/06/2021	Updated in line with Department For Education policy changes Updated sections; Excursions Transportation (other than for excursion) Sources	29/06/2023
Reviewed	3.0	04/12/2023	All links have been verified Updated in line with Early Years Learning Framework (v2.0, 2022) and <a href="http://edi.sa.edu.au">Acceptance and refusal of authorisations policy (edi.sa.edu.au)</a>	04/12/2025

Approved by Governing Council 04/12/2023 Director's Signature 