

## Acceptance and Refusal of Authorisations Policy

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### NQS

QA2	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
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### National Regulations

Regs	92	Medication record
	93	Administration of medication
	99	Children leaving the education and care service
	102	Authorisation for excursions
	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

### Aim

Our service aims to provide clear and transparent policies and procedures for authorisations. This helps staff and parents understand exactly what they need to do.

### Related Policies

- Administration of Medication Policy
- Enrolment Policy
- Excursion Policy
- Photography Policy
- Privacy and Confidentiality Policy
- Social Media Policy

### Implementation

- Where activities require authorisation, either to comply with national regulations, or to comply with our service policies, our service requires that the authorisation is provided in writing and is dated. These activities include:

- Administration of medication during OSHC and Vacation Care Day Camp. Administration of over the counter medication during Vacation Care Overnight Camp.
- Administration of medical treatment, dental treatment and general first aid products including sunscreen.
- Obtaining necessary medical care including medical practitioner, hospital or ambulance service.
- Excursions including regular outings.
- Taking of photographs and using photographs for:  
Learning documentation, Promotional and advertising purposes or social media.
- Water based activities
- Enrolment of children including naming of authorised nominees and persons authorised to consent to medical treatment or trips outside the service premises
- Children to be signed out by a OSHC staff member and to leave the premises by themselves.

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

Our service 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.

### **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 eg 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 eg parent asked to supply medication in original container

## Source

**Education and Care Services National Law and Regulations  
National Quality Standard**

## Review

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

**Last reviewed: 25<sup>th</sup> March 2026**

**Date for next review: 25<sup>th</sup> March 2027**