

ACCEPTANCE AND REFUSAL AUTHORISATION POLICY



Related Quality Area	QA2: Health and Safety
Related Policies	Enrolment Policy Arrival and Departure Policy Administration of Medication Policy Excursions Policy

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Approved by	Volunteer Management Committee
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Version	Date	Author	Changes made
0.01	February 2022	Unknown	Drafted policy document
0.02	February 2024	NFC employees: Judy Rondon Josepha Minani Archie Servai	Minor edits including: <ul style="list-style-type: none"> • No changes or additional information added • Sources checked for accuracy and ensure current • Spell check
0.03	February 2025	NFC Committee: Isabella Politis	<ul style="list-style-type: none"> • Alignment to national law and centre requirements • Review of content for flow, clarity and structure.
0.04	June 2025	NFC Committee: Hannah West	<ul style="list-style-type: none"> • Minor updates to structure, review section, formatting.

PURPOSE

Under the National Law and Regulations, Nightcliff Family Centre (the **Centre**) is required to obtain written authorisation from parents/guardians for certain circumstances. This is to ensure the health, safety, wellbeing and best interests of the child are met and upheld.

All authorisation and refusals will be kept in the child's enrolment record.

SCOPE

This policy applies to families, staff, management and visitors of the Centre. A copy of this policy can be made available upon request.

IMPLEMENTATION

Where activities require authorisation (either to comply with the law or Centre policies), our Centre requires authorisation from parents/guardians be in writing and dated. These activities include:

- Administration of medication
- Administration of medical treatment, dental treatment, and general first aid treatment
- Ambulance transportation
- Excursions
- People other than educators taking photos
- Enrolment of children, including providing details of persons nominated to authorise consent for medical treatment or trips outside the Centre premises.
- Children leaving the premises in the care of someone other than a parent/guardian.

MANAGEMENT WILL ENSURE THAT:

- All parents/guardians have completed the authorised person's section of their child's Enrolment Form and that the Form is signed and dated before the child commences at the Centre.
- Permission Forms for excursions are provided to the parent/guardian or authorised person prior to the excursion.
- Parents/guardians are aware of how they can access Centre policies.
- Attendance records are maintained for all children attending the Centre through QikKids and paper roll calls as required.
- A written record of all visitors to the Centre, including time of arrival and departure is documented.
- Where a child requires medication to be administered by educators/staff, that this is authorised in writing, signed and dated by the parent/guardian and included within the child's record.
- Educators/staff do not administer medication without the authorisation of the parent/guardian (except in the case of an emergency, including an asthma or anaphylaxis, or epilepsy or diabetes emergency).
- Educators and staff allow a child to participate in excursions only with the written authorisation of a parent/guardian or authorised person.
- Educators/staff allow a child to depart the Centre only with a person who is the parent/guardian or authorised person, or with the written authorisation of one of these, except in the case of a medical emergency or an excursion.
- The Centre will not allow a child to leave the Centre with an unauthorised person until the Centre confirms it's appropriate to do so with the parent/guardian.

A NOMINATED SUPERVISOR/ RESPONSIBLE PERSON WILL:

- Ensure documentation relating to authorisations contains:
 1. the name of the child
 2. date
 3. signature of the child's parent/guardian and nominated contact person as named on the Enrolment Form.

- Keep all authorisations relating to each child in their enrolment record.
- Exercise the right of refusal if written or verbal authorisations do not comply with National Regulations. If an authorisation is refused by the Centre, it is best practice to document:
 1. The details of the authorisation
 2. Why the authorisation was refused
 3. Actions taken by the Centre. For example: if the Centre refused an authorised nominee named in the child's enrolment record to collect the child from the Centre as they were under the influence of alcohol, the action taken to ensure that the child was collected (Refer to Refusal of Authorisation Record).
- Waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis, asthma, epilepsy, or diabetes. In accordance with National Regulations and National Law, the Centre can administer medication in these circumstances without authorisation. If these situations occur Management will be required to contact the parent/guardian as soon as practicable after the medication has been administered.
- Ensure that medication is not administered to a child without the authorisation of a parent/guardian or authorised person, except in the case of an emergency, including and asthma or anaphylaxis emergency.
- Ensure a child only departs from the Centre with a person who is the parent/guardian or authorised person, or with the written authorisation or phone permission of one of these, except in the case of a medical emergency or an excursion.
- Ensure a child is not taken outside the Centre premises on an excursion without the written authorisation of a parent/guardian or authorised person.
- Inform Management when a written authorisation does not meet the requirements outlined in the Centre's policies.

EDUCATORS WILL:

- Ensure that parents/guardians sign and date permission forms for excursions prior to the excursion being implemented.
- Allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised person.
- Check that parents/guardians or authorised persons sign the attendance record as their child arrives and departs from the Centre.
- Administer medication only with the written authorisation of a parent/guardian or authorised person, except in the case of an emergency, including an asthma, anaphylaxis, epilepsy, or diabetes emergency with a previous medical communication plan given to the Centre.
- In the case of a severe medical emergency, including an anaphylaxis or asthma emergency, the requirement for authorisation (written or verbal) is waived. If the Centre administers medication in this circumstance, the Centre will notify the parent/guardian of the child and emergency services as soon as practicable.
- Allow a child to depart from the Centre only with a person who is the parent/guardian or authorised person, or with the written authorisation of one of these, except in the case of a medical emergency or an excursion.
- Follow procedures if an inappropriate person attempts to collect a child from the Centre (for example, an intoxicated person).
- Inform Management when a written authorisation does not meet the requirements outlined in Centre's policies.

FAMILIES WILL:

- Complete and sign the authorised person section of their child's enrolment form before their child commences at the Centre.
- Ensure that changes to nominated authorised persons are provided to the Centre in a timely manner.
- Advise nominated authorised persons that they will require photo identification (such as a driver's licence) in order to collect their child from the Centre.
- Sign and date permission forms for excursions.
- Sign the attendance record as their child arrives and departs from the Centres.
- Provide written authorisation where a child requires medication to be administered by educators/staff, including signing and dating it for inclusion in the child's medication records.

REFUSAL OF AUTHORISATION

The Centre may refuse an authorisation if it does not comply with the National Law and/or Centre policies. If an authorisation is refused by the Centre, the Centre will take reasonable steps to record:

- (a) the details of the authorisation;
- (b) why the authorisation was refused; and
- (c) any actions taken by the Centre (if any).

Example: if the Centre refuses an authorised nominee named in the child's enrolment record from collecting the child from the Centre due to being under the influence of alcohol, the Centre will record the action taken in ensuring that child was collected.

ROLES AND RESPONSIBILITIES

Roles	Responsibilities
Approved Provider	<ul style="list-style-type: none"> • Ensure that all parents/guardians have completed the authorised persons section of their child's enrolment form and that the form is signed and dated prior to commencement at the Centre • Permission forms for excursions are provided to the parent/guardian or authorised person prior to the excursion • Parents/guardians are aware of how they can access Centre policies • Attendance records are maintained for all children attending the Centre through QikKids (or equivalent) and paper roll calls as required • A written record of all visitors to the Centre, including time of arrival and departure in documents. • Where a child requires medication to be administered by Educators/staff, that this is authorised in writing, signed and dated by the parent/guardian and included within the child's record • Ensure that medication is not administered without the authorisation of the parent/guardian (except in the case of an emergency, including an asthma or anaphylaxis, or epilepsy or diabetes emergency) • Allow a child to participate in excursions only with the written authority of a parent/guardian or authorised person • Allow a child to depart the Centre only with a person who is

	<p>the parent/guardian or authorised person, or with the written authorisation of one of these, except in the case of a medical emergency or an excursion</p> <ul style="list-style-type: none"> • The Centre will not allow a child to leave the Centre with an unauthorised person until the Centre confirms it's appropriate to do so with the parent/guardian.
<p>Nominator Supervisor / Responsible Person</p>	<ul style="list-style-type: none"> • Ensure documentation relating to authorisations contains the name of the child, the date and the signature of the child's parent/guardian and nominated contact person as named on the enrolment form. • Keep all authorisations relating to each child in their enrolment record. • Exercise the right of refusal if written or verbal authorisations do not comply with National Law. • Waive compliance with authorisation where a child requires emergency medical treatment for conditions such as anaphylaxis, asthma, epilepsy, or diabetes. If these situations occur management will be required to contact the parent/guardian as soon as practicable after the medication has been administered. • Ensure that medication is not administered to a child without the authorisation of a parent/guardian or authorised person, except in the case of an emergency, including and asthma or anaphylaxis emergency. • Ensure a child only departs from the Centre with a person who is the parent/guardian or authorised person, or with the written authorisation or phone permission of one of these, except in the case of a medical emergency or an excursion. • Ensure a child is not taken outside the Centre premises on an excursion without the written authorisation of a parent/guardian or authorised person. • Inform management when a written authorisation does not meet the requirements outlined in the Centre's policies.
<p>Educators</p>	<ul style="list-style-type: none"> • Ensure that parents/guardians sign and date permission forms for excursions prior to the excursion occurring • Allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised person • Administer medication only with the written authorisation of a parent/guardian or authorised person, except in the case of an emergency, including an asthma, anaphylaxis, epilepsy, or diabetes emergency with a previous Medical plan provided by parents. • Allow a child to depart from the Centre only with a person who is the parent/guardian or authorised person, or with the written authorisation of one of these, except in the case of a medical emergency or an excursion. • Follow procedures if an inappropriate person attempts to collect a child from the Centre (for example, an intoxicated

	<p>person).</p> <ul style="list-style-type: none"> • Inform Management when a written authorisation does not meet the requirements outlined in Centre policies.
Families	<ul style="list-style-type: none"> • Complete and sign the authorised person section of their child's enrolment form before their child commences at the Centre. • Ensure that changes to nominated authorised persons are provided to the Centre in a timely manner. • Advise nominated authorised persons that they will require photo identification (such as a driver's licence) to collect their child from the Centre. • Sign and date permission forms for excursions. • Complete the attendance record as their child arrives and departs from the Centre • Provide written authorisation where a child requires medication to be administered by educators/staff, including signing and dating it for inclusion in the child's medication records