

Intereach Family Day Care Acceptance and Refusal of Authorisations Procedure



Applies to	Intereach Family Day Care (FDC)				
Policy	NQS Two: Children's Health and Safety Policy				
Version	1.1	Date approved	27/2/2026	Next review date	26/6/2027

Objective

Intereach maintains comprehensive processes for managing authorisations that are responsive to the needs of children and their families, ensuring that the safety, rights, and best interests of every child remain the paramount consideration in all authorisation decisions and related practices.

Background

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place in relation to the acceptance and refusal of authorisations. Written authorisations from parents/legal guardian or authorised nominees help to ensure that the health, safety, wellbeing and best interests of all children are met.

Responsibilities

Approved Provider

It is the responsibility of the approved provider to ensure that authorisations are obtained from parents/ legal guardians or authorised nominees in relation to:

- any person who is authorised to consent to medical treatment or administration of medication (regulation 92,93);
- children leaving the premises in the care of a person authorised in the child's enrolment to collect the child from the premises (99)
- children being taken out of the service to attend an excursion or regular outing (102)
- transport provided or arranged by the service (regulation 102D); and,
- seeking medical treatment for children and transportation by an ambulance service (regulation 161); and,
- any person authorised to be contacted in an emergency,

Nominated Supervisor

It is the responsibility of the Nominated Supervisor to:

- implement the Acceptance and refusal of authorisations procedure;
- ensure that the child's family completes and signs authorisations in the enrolment record and medication documents (if relevant) before the child commences at Family Day Care (FDC);
- ensure no child is transported by the FDC service without an authorisation from their parent or other person named in the enrolment record. Authorisation is obtained in the enrolment for transport by an ambulance;
- ensure that medication is only administered or self-administered if authorised or, in an emergency, in accordance with the *Administration of Medication Procedure*;
- ensure all children have appropriate authorisation to leave the FDC service on an excursion or regular outing;

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- ensure that children only leave the, FDC service or approved FDC venue with a parent, an authorised nominee named in the enrolment record, or a person named in the enrolment record to collect the child;
- ensure authorisation processes for other legal requirements or quality practices are implemented. E.g. media consents for taking photos of children and privacy of families and children;
- ensure authorisations are kept up to date; and implement processes for circumstances where authorisations may be refused/not applicable.
- ensure that all educators, managers and staff involved in administering or verifying authorisations must complete the mandatory national child protection and child safety training required under legislative reforms
- manage authorisations related to digital media (photos, videos, recordings) in accordance with legislative changes requiring safe use of digital technologies in education and care services. Only devices approved by Intereach FDC and compliant with privacy and data-security requirements may be used.

Educators

It is the responsibility of educators to:

- be familiar with the *Acceptance and refusal of authorisation procedure* and ensure all authorisations are carried out in line with the *Acceptance and refusal of authorisations procedure*; and details contained within the enrolment;
- make certain no child is transported by a FDC educator without an authorisation from their parent or other person named in the enrolment record;
- administer medication or allow self-administered only if authorised or in an emergency follow the processes outlined in the *Administration of Medication Procedure*;
- check that all children have the appropriate authorisation to leave the FDC service on an excursion or regular outing;
- ensure children only leave the FDC service with a parent/legal guardian, an authorised nominee named on the enrolment, or a person named in the enrolment to collect the child;
- implement authorisation processes for media consent and application of sunscreen/ insect repellent etc;
- make certain that all authorisations are kept up to date; and,
- implement processes for circumstances where authorisations may be refused;
- comply with the strengthened legislative requirements relating to inappropriate conduct, recognising that any behaviour which places a child at risk or breaches professional boundaries is an offence under the National Law.

Parents / Guardians

It is the responsibility of Parents/ legal guardians or authorised nominees of children enrolled with Family Day Care to:

- complete the enrolment form, nominating at least one authorised person and including all required details; name, address and contact details;
- complete and sign any medical documents required before the child commences education and care;
- complete and sign the authorisation for their child to attend excursions and/or to be transported by the service;

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- ensure any changes to authorisations or contact details are updated via the harmony parent portal e; and,
- be familiar with circumstances where authorisations may be refused/not applicable.

Procedure

Obtaining and keeping authorisations

- The enrolment form will contain all details required for authorisations. The enrolment document will be reviewed annually, at any time legislation is changed and/ or when feedback is received from regulatory authorities.
- On receipt of enrolment the FDC coordination unit staff must check enrolment details to ensure the below is accurate prior to a child commencing education and care.
 - enrolment authorisation must contain:
 - the name of the child enrolled in the service;
 - current date;
 - signature of the child's parent; and,
 - details including, name, address and contact number of those authorised to:
 - consent to the administer of medication to children;
 - collect and deliver children from the FDC Service
 - consent to excursions and regular outings attendance, including transportation;
 - consent to transport provided or arranged by the FDC service; and,
 - consent to seeking medical treatment for children and transportation by an ambulance service;

Exception of authorisation

In the case of an anaphylaxis or asthma emergency, medication can be administered without authorisation

Where this has occurred, the below process will be followed as soon as possible:

- the educator records the administration of medication on the medication form and completes an incident report;
- the parents are contacted as soon as practicable after the medication has been administered; and,
- the parents sign the authorisation when collecting the child.

Refusal of authorisations

The authorisations will be refused or not applicable in circumstances:

- where the FDC service is requested to administer medication that is not in its original container or outside of directions from the doctors, pharmacy or over the shelf counter medication instructions.
- when leaving the service, the parent, authorised nominee or person listed to collect does not appear to be fit to take the child or are under the age of 18 years (excluding parents).

When an authorisation is refused the staff or educator will document this on the *incident, illness, accident and trauma report* including the details of the authorisation, reason for refusal and the action taken by the educator/ coordination unit to address the situation.

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If the safety of children or themselves is compromised, educators will implement the authorisation and contact emergency services immediately.

Authorisations will also be refused where the authorisation conflicts with the paramountcy principle or where the safety, rights or best interests of the child may be compromised under the amended National Law.

Implementing authorisations

Families will be informed about circumstances where authorisations may be refused on enrolment and regularly through newsletter communication, discussions and policy review

Educators will be aware of circumstances where authorisations may be refused and will be provided with guidance on how to communicate this with families.

- Educators will be provided with information/ training on accessing information on authorisations.
- Educators will implement authorisations only as outlined in the enrolment except for a situation where an authorisation may be refused.
- If an educator is uncertain about any authorisation they must check the enrolment before proceeding or contact the coordination unit for advice.
- Coordination unit staff and Educators will check authorisations regularly to verify if the authorisations are up to date. ,

Monitoring, evaluation and review

This procedure will be reviewed every three years and incorporate feedback and suggestions from children, families, educators, co-ordinators, volunteers, and students.

National Quality Framework

Element	Concept	Description
2.2	Safety	Each child is protected
2.2.2.	Safety – incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
2.2.3	Child Safety and Protection	Management, educators and staff are aware of their roles and responsibilities regarding child safety, including the need to identify and respond to every child at risk of abuse or neglect.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service that is child safe.
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

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1.1. Standards or other external requirements	<p>Australian Children’s Education and Care Quality Authority (2017). <i>National Quality Standards</i></p> <p>Australian Children’s Education and Care Quality Authority (2017). <u>Guide to the National Quality Framework</u></p> <p>Department of Education, Employment and Workplace Relations. <i>Childcare Service Handbook 2018-2019</i></p> <p>Early Childhood Australia (2016). <i>Code of Ethics</i></p> <p><i>Child Safe Standards NSW and VIC</i></p>
1.2. Legislation or other requirements	<p>Education and Care Services National Regulations consolidated 2017</p> <p>Education and Care Services National Law Act 2010</p>
1.3. Internal Documentation	<p>Administration of Medication Procedure</p> <p>Dealing with medical conditions procedure</p> <p>Delivery and collection of children procedure</p> <p>Enrolment and Orientation Procedure</p> <p>Excursion procedure</p> <p>Transport Procedure</p> <p>Incident, injury, trauma and illness procedure</p> <p>Medical Condition Risk Minimisation Plan</p> <p>Medication Form</p> <p>Authorisation for transport and regular outings</p> <p>Excursion and transportation form</p> <p>Arrival and Departure for School Aged Children</p> <p>Higher risk experience Permission form</p>

2. Document control			
Version	Date approved	Approved by	Next review date
1.0	13/12/2019	R. Phillips - Acting Senior Manager, Children and Family Services	13/12/2022
1.1	25/03/2021	T. Mercer – Program Manager, Quality (minor change)	12/12/2022
2.0	03/03/2023	M. Piffero - General Manager, Operations	03/03/2026
1.0	26/6/2024	The Children’s Services procedure separated to be a standalone procedure for FDC and approved by: J Farrow - Manager Education and Care	26/6/2027
1.1	27/02/2026	Updated to incorporate legislative changes w.e.f 27/2/2026. Approved by: K. Hyde – General Manager, Operations	26/6/2027