

## Rationale

SDN services require parental/legal guardian authorisation for actions such as administration of medications, collection of children, excursions, incursions, regular outings and providing access to personal records.

## Scope

This policy, and its associated documents, applies to the entirety of SDN Children’s Services and the entirety of its wholly owned subsidiaries.

The policy applies to SDN services.

## Policy

SDN will:

- collect written authorisations in accordance with all relevant legislation and regulations
- require written permission or approval from child’s parents/ legal guardian for:
  - collection of children by an authorised nominee
  - excursions, incursions and regular outings
  - administration of medications
  - notifying a person of an emergency involving the child if the parents of the child cannot be immediately contacted
  - any person to be authorised to consent to medical treatment
  - any person to be authorised to authorise an educator to take the child outside the education and care service premises
  - providing access to personal records
  - transportation by ambulance
- ensure that authorised nominees who have been given permission by the person with parental responsibility are persons aged 18 years or over

Minor/legislative amendment or modification history:  
February 2025

Approved by  
Senior Leadership Team

**Details:**

Adding SDN will not allow any child to leave the premises without written authorisation as per Regulation 99(4).

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- ensure that the name, address and contact details of each known parent and authorised nominee (including the types of authorisation given to them) are provided in the Enrolment Record
- ensure that documentation relating to authorisations contains:
  - the name of the child on the enrolment record
  - date
  - signature or digital authority of the child’s parent or legal guardian who is listed on the enrolment record
  - original form, letter, or forms provided by the service
  - name, address and contact details of:
    - each known parent of the child
    - any person who is to be notified of an emergency involving the child if any parent of the child cannot be immediately contacted
    - any person who is authorised to consent to medical treatment of, or to authorise administration of medication to, the child
    - any person who is authorised to authorise an educator to take the child outside the education and care service premises
- apply these authorisations to the collection of children, administration of medication, excursions incursions, regular outings, emergencies, medical treatment and permitting an educator to take the child outside service premises, transportation by ambulance and access to personal records
- keep these authorisations in the Enrolment Record
- exercise the right of refusal if written or verbal authorisations do not comply with the above conditions
- waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The service can administer medication without authorisation in these cases, provided they contact the parent/guardian as soon as practicable after the medication has been administered
- not accept an authorisation from a parent who is prohibited by a court order from having contact with the child
- not accept authorisation when permission forms (such as the *Excursion/Incursion/Regular Outing Permission Form, Medication Permission Form and Non-Prescription Medication Permission Form*):
  - are incomplete, e.g. not dated and/or not signed
  - completed, dated and signed by someone other than an approved person authorised on the child’s enrolment record as being authorised to give permission to SDN on behalf of the family.
- SDN will not allow any child to leave the premises without written authorisation as per Regulation 99(4).

ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY		SD-OP-2.08	
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## Related SDN Documents

### Policies

- SD-OP-2.07: Enrolment, Orientation and Transition into SDN Services
- SD-OP-2.09: Arrival, Departure and Late Collection of Children
- SD-OP-2.14: Children with Medical Conditions and Illness
- SD-OP-2.15: Child Incident, Injury, Trauma and Illness
- SD-OP-2.18: Excursions, Incursions and Regular Outings

### Procedures

- SD-PRO-2.07-01: Enrolment, Orientation and Transition into SDN Services
- SD-PRO-2.08-01: Acceptance and Refusal of Authorisations
- SD-PRO-2.09-01: Arrival, Departure and Late Collection of Children
- SD-PRO-2.14-01: Children with Medical Conditions and Illness
- SD-PRO-2.14-02: Administration of Medication
- SD-PRO-2.15-01: Child Incident, Injury, Trauma and Illness
- SD-PRO-2.18-01: Excursions, Incursions and Regular Outings

### Forms/Templates

- SD-FRM-2.14-02-01: Medication Permission Form
- SD-FRM-2.14-02-02: Non-Prescription Medication Permission Form
- SD-FRM-2.18-01-01: Excursion/Incursion/Regular Outing Permission Form

## Relevant Legislation/Regulations

- Education and Care Services National Law Act 2010, section 167 and 170(5)
- Education and Care Services National Regulations, regulations 92, 94, 96, 99, 102, 160, 161, 168(2)(m) and 170
  - Schedule 1: National Quality Standard, quality area 2, standards 2.3, 6.3 and 7.3, elements 2.1.1, 2.1.4, 2.3.1 to 2.3.3 and 7.3.5

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