

1. Policy Statement

St Nicholas Early Education has a responsibility to protect the health, safety and wellbeing of every child attending St Nicholas services.

Written authorisations from parents or authorised nominees help to ensure that the health, safety, wellbeing and best interests of all children are met. Through the authorisation process, parents are informed of risks associated with a matter and can make an informed choice whether or not to proceed. St Nicholas has an obligation to ensure clear lines of action are implemented to effectively manage any event involving a child becoming injured, ill, or involved in an incident.

2. Purpose

The purpose of this Policy and Procedure is to ensure:

- information for St Nicholas staff, parents/guardians/authorised persons and other stakeholders is available about how St Nicholas will ensure correct procedures are followed when a child is injured, becomes ill or is involved in an incident at any St Nicholas service.
- all St Nicholas staff are aware of the types of authorisations which must be obtained from parents/guardians in relation to their child/ren
- staff are provided with clear information to enable enhanced understanding of their obligations under the National Law and Regulations, to obtain written authorisation from parents/guardians/authorised persons, to ensure that the health, safety, wellbeing and best interests of the child are met.

3. Procedure Direction

Step	Detail
Authorisations must be obtained for the following actions	• Administering medication to children • Children who are self-administering medication • Children who are leaving the premises of a service with a person who is not parent /guardian or authorised person of the child • Children being taken on excursions • Children being transported • Access to personal records is requested • A child is leaving the service to attend an extra-curricular activity that is operated by a provider other than St Nicholas

	• Transportation of a child by ambulance is required • Notification of an emergency is required if a child's parent/guardian/authorised person cannot be contacted. • Permission for children being photographed or filmed within the educational program
In relation to written authorisations	• St Nicholas will ensure all authorisations are kept in the enrolment record. • Authorisation may be waived 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. In this instance, an educator will record the authorisation on the services <i>Medication form</i> and complete an <i>Incident, Injury, Trauma and Illness</i> form in OWINA on behalf of the parent /guardian/authorised person to sign on collection of the child or when the child returns to care after the emergency. • When children are taken on excursions the authorisation must be given in writing by a parent/guardian or authorised person. • When a child is leaving the service to attend an extracurricular activity, conducted by another organisation, the authorisation must be prepared to include certain circumstances and comply with related policies and procedures. • A child will not be permitted to leave the service to attend any extra-curricular activity until written authorisation is obtained from the parent/guardian/authorised person. • Where the authorisation is of a non-urgent nature, parents/guardians/authorised persons will be requested to put the authorisation in writing. For example a person not on the enrolment form will be collecting this child from care.
Accepting and refusing authorisation	• St Nicholas Early Education exercise the right to refuse a request if written or verbal authorisations do not comply with the requirements of the National Regulations and Law. • St Nicholas can refuse the authorisation if the child's safety or wellbeing is deemed to be compromised. • St Nicholas will not accept an authorisation from a parent who is prohibited by a court order from having contact with the child

4. Roles and Responsibilities

Role	Responsibility
Approved Provider	• Ensure that obligations under the <i>Education and Care Services National Law and National Regulations</i> are met • Ensure that an enrolment record is kept for each child that includes authorisations signed by a parent or a person authorised to consent to the medication treatment of the child if relevant, in relation to: ○ Seeking medical treatment from a registered medical practitioner, hospital or ambulance service ○ Transportation by an ambulance service ○ Regular outings and transportation • Ensure that a medication record is kept that includes the authorisation to administer medication signed by a parent or a person named in the enrolment record • In the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation • Ensure systems requiring authorisations are in place for other legal requirements e.g. photos of children and privacy • Put in place processes for circumstances where authorisations are refused/not applicable. For example, ○ When leaving the service, the parent or authorised nominee does not appear fit to take the child ○ The child has been given authorisation to leave the service alone; however, the environment they would be in is unsafe • Ensure that copies of the Policy and any accompanying Procedure are readily accessible to Nominated Supervisors, educators and staff and available for inspection • Take reasonable steps to ensure that St Nicholas staff members, educators and visitors follow the policy and procedures
Nominated Supervisor / Responsible Person	• Ensure authorisations are complete in the enrolment record before the child commences at the service • Ensure no child is transported by the service without an authorisation except in an emergency • Ensure that medication is only administered or self-administered if authorised • In the case of anaphylaxis or asthma emergency, medication may be administered with authorisation • Ensure that children only leave the service premises with a parent, an authorised nominee or a person named in the enrolment record • Ensure all children have appropriate authorisation to leave the service on an excursion or regular outing

	• Ensure no child is transported by the service without authorisation from a parent or other person named in the enrolment record • Implement and oversee authorisation systems for other legal requirements or quality practices e.g. photos of children • Ensure authorisations are kept up to date • Implement processes for circumstances where authorisations might be refused/not applicable • Take reasonable steps to ensure that the policy and procedures are current, reviewed regularly, and communicated to educators, staff and stakeholders • Take reasonable steps to inform and support educators and staff of their responsibilities in implementing the policy and procedures at all times • Guide and mentor educators and staff to be able to follow the policy and procedures
St Nicholas Educators / Staff	• Ensure all action plans are carried out in line with this Procedure • Ensure that medication is only administered or self-administered if authorised • In the case of an anaphylaxis or asthma emergency, medication may be administered with authorisation • Ensure that children only leave the service premises with a parent, an authorised nominee or a person named in the enrolment record • Ensure all children have appropriate authorisation to leave the service on an excursion or regular outing • Adhere to St Nicholas policies and procedures
Parents / Guardians	Must: • Provide the service with current legal documents/court orders if applicable • Be aware of, support and follow the service's policies and procedures • Complete and sign the authorised nominee section of their child's Enrolment form before their child commences at the service. • Sign and date permission forms for excursions and any form of transportation. • Sign the attendance record as their child arrives at and departs from the service. • Provide written authorisation where children require medication to be administered by appropriate staff members. • Update authorised nominee information when there is a change in who can make decisions on behalf of them

5. Related Documents

Policies and Procedures

- Enrolment and Orientation Policy and Procedure
- Administration of Medication Policy and Procedure
- Medical Conditions Policy and Procedure
- Incident, Injury, Trauma and Illness Policy and Procedure
- Excursions Policy and procedure
- Transportation of Children Policy and Procedure
- Emergency and Evacuation Policy and Procedure
- Records Management Policy and Procedure

Legislation

- [Children \(Education and Care Services\) National Law \(NSW\) No 104a of 2010 - NSW Legislation](#)
Regulations: 85, 86, 87, 92, 93, 94, 96, 97, 99, 102, 102D, 160, 161
- [Education and Care Services National Regulations \(2011 SI 653\) - NSW Legislation](#)
Section: 167
- Privacy and Personal Information Protection Act 1998 (NSW)

Other References

Guide to the National Quality Standard

Acceptance and Refusal of Authorisations. Policy Guidelines. ACECQA August 2021

National Quality Standard

Quality Area 2 – Elements 2.1.2, 2.2.2, 2.2.3

Quality Area 7 – Element 7.1.2

6. Definitions

Term	Definition
Educator	A St Nicholas team member whose primary role is working directly with children
Staff member	A St Nicholas team member whose primary role is not working directly with children, including cooks, support office team members, administration team members, support workers, volunteers
Early Education	St Nicholas service providing education and care to children aged 0 – 5 years
OOSH	St Nicholas service providing education and care to school aged children
Serious Incident	As per Regulation 12 in the National Regulations
ACECQA	Australian Children's Education & Care Quality Authority) is the independent national authority guiding the implementation of the National Quality Framework (NQF) for early childhood education and care across

St Nicholas	Name: Acceptance and Refusal of Authorisations Policy and Procedure	Page 5
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Term	Definition
	Australia. It works with state governments to ensure national consistent quality standards, compliance, and qualification assessments
Approved Provider	The legal entity with ultimate responsibility for the service under the National Law
Nominated Supervisor	A person with management or control of an education and care service, responsible for its day-to-day management.
Responsible Person	A Responsible Person is present at an education and care service to ensure compliance, safety, and wellbeing when the Approved Provider or Nominated Supervisor is not.
Service	Education and care service providing, or intended to provide, education and care on a regular basis to children under 13 years of age

7. Document Review

- 7.1. This Policy will be reviewed when there is a legislative change, organisational change, delegations change, technology change or at least every 1 - 2 years to ensure it continues to be current and effective.