

# Acceptance and refusal of authorisations policy

This is a mandated policy under the operational policy framework. Any edits to this policy must follow the process outlined on the [creating, updating and deleting operational policies](#) page.

## Overview

This policy outlines authorisation requirements for preschools.

## Scope

This policy applies to all preschools and programs operated by a preschool.

## Detail

Preschool services are required to obtain appropriate authorisation from parents in relation to certain matters. Matters requiring authorisation cannot be enacted unless an authorisation form has been completed correctly and appropriately signed.

## Legislative base

The requirements for authorisations, in line with the Education and Care Services National Law, are set out in the [Education and Care Services National Regulations](#) 92, 93, 94, 99, 102, 102D, 160 and 161.

## Matters that require authorisation

The Education and Care Services National Regulations require parent authorisation to be provided in matters relating to:

- administration of medication
- medical treatment of the child, including transportation by an ambulance service
- collection of children from the service
- excursions, including regular outings
- transportation of children (other than for an excursion), including regular transportation.

Site leaders are encouraged to consider other situations that arise at the service, related to that preschool's context, that may require seeking additional authorisation(s). If unsure that an authorisation is required, services are encouraged to seek the authorisation(s).

# Authorisation requirements

Authorisation documents are required for the following situations and must have details recorded as specified:

## Administration of medication (including self-medication if applicable)

- name of the child
- authorisation to administer medication (including if applicable, self-administration), signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication
- name of the medication to be administered
- time and date the medication is to be administered
- dosage of the medication to be administered
- manner in which the medication is to be administered
- period of authorisation (dates from and to)
- date the authorisation is signed.

## Medical treatment of the child, including transportation by an ambulance service

This is included and authorised initially as part of the child's enrolment record or as amended at a later date.

- name of the child
- authorisation to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service
- authorisation for the transportation of the child by an ambulance service
- name, address and telephone number of the child's registered medical practitioner or medical service and, if available, the child's Medicare number
- name of the parent providing authorisation
- relationship to the child
- signature of the person providing authorisation
- date the authorisation is signed.

## Emergency medical treatment

This is included and authorised initially as part of the child's enrolment record or as amended at a later date.

Preschool educators are able to seek emergency medical assistance for a child as required without seeking further authorisation from a parent (ie medical practitioner, ambulance or hospital). This includes for emergencies relating to asthma and anaphylaxis.

## Collection of children

This is included and authorised initially as part of the child's enrolment record or as amended at a later date.

- name of the child
- name of the parent of the child or the authorised nominee on the enrolment form providing authorisation
- name of the person(s) authorised by a parent or authorised nominee named in the child's enrolment record to collect the child from the premises
- relationship to the child of the persons authorised to collect the child from the premises
- signature of the person providing authorisation
- period of authorisation (dates from and to)
- date the authorisation is signed.

## Excursions (including regular outings)

Authorisation for an excursion must be obtained in accordance with the [camps and excursions procedure](#) using the [ED170 parental consent form \(DOC 146.0KB\)](#). If the excursion is a regular outing, the authorisation is only required to be obtained once in a 12-month period or when changes in the circumstances of the transportation highlight new or additional risks that may affect the safety, health and wellbeing of children being transported.

- name of the child
- reason the child is to be taken on the excursion
- date of the excursion (if the authorisation is for a regular outing, a description of when the child is to be taken on the regular outing)
- a description of the proposed destination for the excursion
- means of transport to be used and any requirements for seatbelts or safety restraints
- proposed activities to be undertaken by the child during the excursion
- period the child will be away from the premises
- anticipated number of children likely to be attending the excursion
- anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion
- anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion
- that a risk assessment has been prepared and is available at the service
- name of the parent or other person named in the child's enrolment record as having authority, given by a parent, to provide authorisation
- relationship to the child
- signature of the person providing authorisation
- date the authorisation is signed.

## Transportation of children (other than for an excursion), including regular transportation

Written authorisation must be obtained before transportation. If the transportation is regular transportation, the authorisation is only required to be obtained once in a 12-month period. A new written authorisation must be completed when changes in the circumstances of transportation highlight new or additional risks that may affect the safety, health and wellbeing of children being transported, and a new risk assessment has been completed.

- name of the child
- reason for transporting the child
- date the child is to be transported (if the authorisation is for regular transportation, a description of when the child is to be transported)
- a description of the proposed pick-up location and destination
- means of transport to be used
- any requirements for seatbelts or safety restraints
- period of time during which the child is to be transported
- anticipated number of children likely to be transported
- anticipated number of staff members and any other adults who will accompany and supervise the children during transportation
- acknowledgement that a risk assessment has been prepared and is available
- acknowledgement that a written policy and procedure for transporting children is available
- name of the parent or other person named in the child's enrolment record as having authority, given by a parent, to authorise the child being transported
- signature of the person providing authorisation and date the authorisation is signed.

## Verification of authorisation

All authorisation forms received from parents or other persons named in the enrolment record as having authority, given by a parent, to provide authorisation, are to be checked for completion. It should be verified that the authoriser (name and signature) is the nominated parent on the enrolment form.

Incomplete or inappropriately signed authorisation forms should be returned to the parent for correction.

No action with regard to the specific activity requiring authorisation should occur unless the authorisation form has been completed correctly and appropriately signed.

## Storing authorisation forms

All authorisation forms should be filed with the child's enrolment details.

# Roles and responsibilities

## Preschool educators

Comply with this policy.

## Head of the Office for the Early Years

Approved provider responsibilities under the *Education and Early Childhood Services (Registration and Standards) Act 2011*.

## Director, Early Childhood Services and Strategy

Approve this policy.

## Preschool Policy and Advice unit

Monitor and review this policy.

# Definitions

## authorisation

The signed approval by a child's parent or other person authorised by the parent, who is nominated in the enrolment process (or nominated at a later date if appropriate).

## authorised nominee

A person authorised by a parent to collect their child from the service.

## guardian

A person who has legal guardianship or custody of a child.

## in loco parentis

A person acting in a parental style relationship with a child, where the person has intended to place themselves in the position of a parent toward a child and has assumed the same duty and authority as a parent with respect to the nurturing, control and protection of a child. A person in loco parentis may include a person:

- in a de facto relationship with a child's biological parent where they have assumed responsibility for the child.
- who has taken over care of a child after the death of both biological parents, or where there has been a family breakdown and the child is estranged from both biological parents.
- in an informal fostering arrangement.

This person does not have to assume any or all financial responsibility for a child to satisfy this definition.

## parent

For the purposes of this policy, the term 'parent' refers to all persons responsible for the child. A person responsible for the child means a person who is the child's:

- biological parent, adoptive parent or other person recognised as a parent if the child was conceived following a fertilisation procedure or under a surrogacy arrangement
- guardian
- person standing in loco parentis.

This does not include a person who has had their legal custody, guardianship or responsibility for the child removed by a Court, Act or Law. As an example, a biological parent who has had their custody, guardianship or parental responsibility for the child removed by a parenting order made under [Family Law Act 1975 \(Cth\)](#) is not a person responsible for the child.

## preschool

An approved early childhood educational program delivered by a qualified early childhood teacher to children in the year before they start schooling. Preschools may also be referred to as a kindergarten, school-based preschool, children's services centre or integrated children's centre.

## regular transportation

Means the transportation by the service or arranged by the service (other than as part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are substantially the same for each occasion on which the child is transported.

## regular outing

Means a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program and where the circumstances relevant to the risk assessment are substantially the same on each outing.

## site leader

Preschool director or school principal.

# Supporting information

## Related legislation

[Education and Early Childhood Services \(Registrations and Standards\) Act 2011](#) (Schedule 1 Education and Care Services National Law (South Australia))

[Education and Care Services National Regulations](#)

## Related policies

[Admission procedure](#)

Camps and excursions policy

Camps and excursions procedure

Medication management procedure

Preschool attendance recording procedure

Safe transportation of children policy (PDF 239.5KB)

Safe transportation of children procedure (PDF 274.4KB)

# Record history

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Policy Officer: Senior Policy Officer, Preschool Policy and Advice

Policy Sponsor: Assistant Director, Early Childhood Policy and Engagement

Responsible Executive Director: Head of the Office for the Early Years

Approved by: Director, Early Childhood Services and Strategy

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Amendment(s):

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