



ACCEPTANCE AND REFUSAL OF AUTHORISATIONS POLICY

PURPOSE

Kilkenny OSHC is committed to protecting the health, safety, wellbeing and best interests of children.

The service ensures:

- Authorisations are obtained and verified prior to undertaking relevant activities
- Authorisations comply with National Law and Regulations
- Decisions to accept or refuse authorisations are made transparently and documented

Where authorisations do not comply with legislative or policy requirements, the service may refuse authorisation to protect children's safety.

SCOPE

This policy applies to:

- Children
- Families
- Educators and staff
- Management
- Approved Provider
- Nominated Supervisor
- Volunteers, students and visitors

NATIONAL QUALITY STANDARD

Quality Area 2 – Children's Health and Safety

- Children are adequately supervised
- Risks are minimised
- Child protection responsibilities are understood

Quality Area 7 – Governance and Leadership

- Risk management systems are in place
- Authorisation processes are transparent and accountable





LEGISLATIVE FRAMEWORK

Kilkenny OSHC complies with:

- Education and Care Services National Law 2010
- Education and Care Services National Regulations
- Child protection legislation
- Privacy legislation
- Family Assistance Law

Relevant regulations include:

- Regulation 92–94 Medication
- Regulation 99 Children leaving premises
- Regulation 102 Excursions and transportation
- Regulation 160–177 Enrolment records and authorisations
- Regulation 168–170 Policies and procedures

DEFINITION – AUTHORISATION

An authorisation is written or electronic permission given by a parent, guardian or authorised nominee allowing the service to undertake specific actions on behalf of the child.

All authorisations must:

- *Be signed and dated*
- *Be stored in enrolment records*
- *Be verified before use*





APPROVED PROVIDER AND MANAGEMENT RESPONSIBILITIES

The Approved Provider and Nominated Supervisor will ensure:

- Authorisation requirements are implemented and monitored
- Staff understand circumstances requiring authorisation
- Records are maintained securely
- Families are informed of authorisation requirements

The service will:

- Provide families with policy information during enrolment
- Maintain compliance with National Regulations
- Implement risk management procedures

AUTHORISATIONS REQUIRED

Written authorisation is required for:

Health and Medical Treatment

- Administration of medication
- Medical treatment and first aid treatment
- Ambulance transportation

Exceptions apply in medical emergencies including asthma or anaphylaxis emergencies.

Transportation and Travel

Authorisation is required for:

- Excursions
- Regular transportation
- Regular outings
- Children leaving the service premises





Digital Media

Authorisation is required for:

- Taking photographs or videos
- Storing or destroying digital images
- Use of images by persons other than educators

Activities and Programs

Written consent is required for:

- Water-based activities
- Incursions and excursions
- External activities outside the service premises

EDUCATORS AND STAFF WILL

- Follow all service policies and procedures
- Check authorisation documentation before activities occur
- Verify signatures and authorised nominees
- Maintain attendance records

Educators will not:

- Administer medication without written authorisation (except emergencies)
- Allow children to leave with unauthorised persons
- Allow participation in activities without valid consent

FAMILIES WILL

- Complete enrolment and authorisation documentation
- Provide updates to authorisation records when details change
- Inform authorised nominees of identification requirements
- Provide medical action plans where relevant

Families must notify the service of changes to authorised contacts or legal arrangements.





REFUSAL OF AUTHORISATION

The service may refuse authorisation where:

- Documentation is incomplete or incorrect
- Authorisation breaches legislation
- Authorisation conflicts with court orders
- Safety risks are identified

Examples include:

- Medication not prescribed to the child and forms not filled in correctly
- Authorisation from an unauthorised person
- Transport or excursion consent not meeting regulatory requirements

When refusing authorisation, the service will:

- Notify families of the reason
- Document the decision
- Provide alternative arrangements where possible

Children will not participate in activities requiring authorisation until valid consent is received.

MEDICATION AUTHORISATION

Medication can only be administered if:

- Medication is in original packaging
- Medication is prescribed to the child (unless permitted non-prescription medication)
- Written consent is provided and all forms filled out families and signed and sighted by oshc director.

Medication records must include:

- Child name
- Medication name and dosage
- Time and date of administration
- Staff signatures and witness verification

Self-administration may occur for school-age children where authorised and supervised.



EMERGENCY MEDICAL SITUATIONS

Authorisation is not required where emergency medical treatment is necessary.

The service may:

- Contact emergency services
- Seek medical treatment without prior consent

Parents will be notified as soon as practicable following treatment.

TRANSPORTATION AND EXCURSIONS

Authorisation for transportation and excursions must include:

- Child name
- Destination and purpose
- Transport method
- Risk assessment confirmation
- Staffing ratios

Risk assessments must be completed prior to activities.

COLLECTION OF CHILDREN

Children may only leave the service with:

- Parents or guardians
- Authorised nominees
- Written parent consent

Identification may be requested prior to collection.

CONFIRMATION OF AUTHORISATIONS

The service will:

- Check authorisation forms for completeness
- Verify signatures and authority status
- Return incomplete forms for correction

Children may be excluded from activities until authorisation is valid.





RECORD KEEPING

The service will maintain records of:

- Authorisations
- Refusal decisions
- Risk assessments
- Incident and emergency records

Records will be stored securely in accordance with privacy legislation.

CHILD SAFE PRACTICE

Kilkenny OSHC supports child safe standards by:

- Protecting children from harm
- Supporting safe disclosures
- Maintaining professional boundaries

CONTINUOUS IMPROVEMENT

This policy will be reviewed:

- Annually
- Following legislative changes
- Following incidents or complaints

Feedback will be sought from families, staff and children.

Families will be notified of policy changes within 14 days.

POLICY REVIEWED BY	Graziella Panazzolo	OSHC DIRECTOR	
POLICY REVIEWED	January 2026	NEXT REVIEW DATE	January 2027
MODIFICATIONS			
PREVIOUS MODIFICATIONS			