



Coowarra Out Of School Hours Care Service Inc

Acceptance and Refusal of Authorisations Policy

POLICY STATEMENT

Coowarra OOSH aims to ensure that we act in an appropriate manner and keep accurate records to ensure the safety of the children is maintained. Coowarra OOSH will request authorisation from families when required to ensure the safety of the children and Educators and may refuse a request unless the appropriate authorisation is provided.

The Education and Care Services National Regulations require services to ensure that an authorisation (permission) is obtained from parents in certain circumstances. For example, the Regulations stipulate an authorisation must be obtained for:

- Administering medication to children (Regulation 93)
- Children leaving the premises of a service with a person who is not a parent/guardian of the child (Regulation 99)
- Children being taken on excursions (Regulation 102)
- Access to personal records (Regulation 181)

Authorisation from parent/guardians may also be required if:

- A child is leaving the service to attend an extra-curricular activity away from the service, for example, attending a sporting activity, dance, drama, etc. that is run by a provider other than the OSHC service.

PROCEDURES

Medication Record

- Medication will be administered by Staff following Coowarra Administration Policy
- Compliance 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 family as soon as practicable after the medication has been administered



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Children leaving the premises in the care of someone other than their parent:

- Children will only be allowed to leave the Service with an authorised nominee, named in the child's enrolment form.
- Written permission, outlining full name of authorised nominee, contact number and relationship to the child, and if it is a one off authorisation or an ongoing arrangement.
- Adding the authorised person to child's enrolment form.
- Email or text from the parents outlining full name of authorised nominee, contact number. This will be for one off authorisations only as ongoing ones need to be added to enrolment.
- Phone permission will only be accepted in an emergency situation where the Responsible Person can identify the caller as the authorised person to give permissions for the child. The person collecting the child must be known to the child
- Photo identification will be checked of all authorised persons collecting a child, by the Responsible Person who are unfamiliar.

Children being taken on excursions and regular outings - children can be taken on an excursion or a regular outing if:

- The excursion has been authorised by a Nominated Supervisor.
- Permission has been sort as per Coowarra OOSH Excursion Policy.
- The excursion is beneficial to the child's development and or leisure.

Considerations

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
Administration of medication (93) Exception to authorisation requirement—anaphylaxis or asthma emergency (94) Children leaving the Education and Care Service premises (99) Authorisation for excursions (102) Access for parents (157) Authorisations to be kept in enrolment record (161)	Standard 2.3 and 7.3	- Parent Handbook - Staff Handbook - Enrolment and Orientation Policy - Administration of Medication Policy - Providing a Child Safe Environment Policy - Dropping off and Picking up children policy - Excursions Policy



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