

This procedure applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Early Years service.

Responsible Person
Director of Community Services

Procedure Statement

Values

Early Years services is committed to:

- ensuring the safety and well-being of all children attending the service
- meeting its duty of care obligations under the law.

Objectives

These procedures are to be followed when:

- Obtaining written authorisation from a parent/guardian or person authorised and named in the enrolment record.
- Refusing written authorisation from a parent/guardian or person authorised and named in the enrolment record.

Early Years programs are committed to:

- Ensuring the safety and well-being of all children attending the service.
- Meeting its duty of care obligations under the law.

The Approved Provider or Persons with Management or Control is responsible for:

- Ensuring that parents/guardians are provided with a copy of all service procedures.
- Ensuring that the Nominated Supervisor and all staff follow the policies and procedures of the service.
- Developing and enacting procedures for dealing with a written authorisation that does not meet the requirements outlined in service policies.
- Ensuring that all parents/guardians have completed the authorised nominee section of their child's enrolment form (refer to Enrolment and Orientation Procedure), and that the form is signed and dated before the child is enrolled at the service.
- Ensuring that permission forms for excursions are provided to the parent/guardian or authorised nominee prior to the excursion (refer to Excursions and Service Events Policy).
- Ensuring that an attendance record (refer to Definitions) is maintained to account for all children attending the service.
- Keeping a digital/written record of all visitors to the service, including time of arrival and departure.
- Ensuring that where children require medication to be administered by educators/staff, this is authorised in writing, signed and dated by a parent/guardian or authorised nominee, and included with the child's medication record (refer to Definitions) (refer to Administration of Medication Procedure and Dealing with Medical Conditions Procedure).

Prompt Doc No: MTH0141961	Reviewed by: EYAO	Page 1 of 6
Version Number: 3.0		Last Reviewed: 08/10/2025
UNCONTROLLED WHEN DOWNLOADED	Authorised by: Early Years Manager	Next Review Due: 08/10/2028

- Ensuring educators/staff do not administer medication without the authorisation of a parent/guardian or authorised nominee, except in the case of an emergency, including an asthma or anaphylaxis emergency (refer to Administration of Medication Procedure, Dealing with Medical Conditions Procedure, Incident, Injury, Trauma and Illness Procedure, Emergency and Evacuation Procedure, Asthma Policy and Anaphylaxis Procedure).
- Ensuring educators/staff allow a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised nominee including details required under Regulation 102(4) & (5) (refer to Excursions and Service Events Procedure).
- Ensuring educators/staff allow a child to depart from the service only with a person who is the parent/guardian or authorised nominee, or with the written authorisation of one of these, except in the case of a medical or other emergency (refer to Delivery and Collection of Children Policy and Child Safe Environment Procedure).
- Ensuring that there are procedures in place if an inappropriate person (refer to Definitions) attempts to collect a child from the service (refer to Delivery and Collection of Children Procedure and Child Safe Environment Procedure).
- Developing and enacting procedures for dealing with a written authorisation that does not meet the requirements outlined in service policies (refer to Attachment 1).

The Nominated Supervisor or Person in Day to Day Charge is responsible for:

- Following the policy and procedures of the service.
- Ensuring that medication is not administered to a child without the authorisation of a parent/guardian or authorised nominee, except in the case of an emergency, including an asthma or anaphylaxis emergency (refer to Administration of Medication Procedure, Dealing with Medical Conditions Policy, Incident, Injury, Trauma and Illness Procedure, Emergency and Evacuation Policy, Asthma Procedure and Anaphylaxis Procedure).
- Ensuring a child only departs from the service with a person who is the parent/guardian or authorised nominee, or with the written authorisation of one of these, except in the case of a medical or other emergency (refer to Delivery and Collection of Children Procedure and Child Safe Environment Procedure).
- Ensuring a child is not taken outside the service premises on an excursion except with the written authorisation of a parent/guardian or authorised nominee including details required under Regulation 102(4)&(5) (refer to Excursions and Service Events Procedure).
- Informing the Approved Provider when a written authorisation does not meet the requirements outlined in service policies.

Educators and other staff are responsible for:

- Following the policies and procedures of the service.
- Checking that parents/guardians sign and date permission forms for excursions.
- Checking that parents/guardians or authorised nominees sign the attendance record (refer to Definitions) as their child arrives at and departs from the service.
- Administering medication only with the written authorisation of a parent/guardian or authorised nominee, except in the case of an emergency, including an asthma or anaphylaxis emergency (refer to Administration of Medication Procedure/ Policy, Dealing with Medical

Prompt Doc No: MTH0141961	Reviewed by: EYAO	Page 2 of 6
Version Number: 3.0		Last Reviewed: 08/10/2025
UNCONTROLLED WHEN DOWNLOADED	Authorised by: Early Years Manager	Next Review Due: 08/10/2028

Conditions Procedure, Incident, Injury, Trauma and Illness Procedure and Emergency and Evacuation Procedure).

- Allowing a child to participate in an excursion only with the written authorisation of a parent/guardian or authorised nominee including details required under Regulation 102(4) & (5) (refer to Excursions and Service Events Procedure).
- Allowing a child to depart from the service only with a person who is the parent/guardian or authorised nominee, or with the written authorisation of one of these, except in the case of a medical or other emergency (refer to Delivery and Collection of Children Procedure and Child Safe Environment Procedure).
- Following procedures if an inappropriate person (refer to Definitions) attempts to collect a child from the service (refer to Delivery and Collection of Children Procedure and Child Safe Environment Procedure).
- Informing the Approved Provider when a written authorisation does not meet the requirements outlined in service procedures.

Parents/guardians are responsible for:

- Reading and complying with the policies and procedures of the service.
- Completing and signing the authorised nominee section (refer to Definitions) of their child's enrolment form (refer to Enrolment and Orientation Procedure) before their child commences at the service.
- Signing and dating permission forms for excursions.
- Signing their child/ren in on Xap on arrival to the centre. Signing their child/ren out via Xap on departure from the centre. the attendance record (refer to Definitions) as their child arrives at and departs from the service.
- Providing written authorisation where children require medication to be administered by educators/staff, and signing and dating it for inclusion in the child's medication record (refer to Definitions).

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

DEFINITIONS

The terms defined in this section relate specifically to this procedure. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the Glossary of Terms – Early Years.

Attendance Record: Kept by the service to record details of each child attending the service including name, time of arrival and departure, signature of person delivering and collecting the child or of the Nominated Supervisor or educator (Regulation 158(1)).

are stored on Xap to keep a record of each child attending the service including name, time of arrival and departure, the name of the person delivering and collecting the child or the nominated supervisor or educator.

Authorised Nominee: (In relation to this procedure) a person who has been given written authority by the parents/guardians of a child to collect that child from the education and care service. These details

Prompt Doc No: MTH0141961	Reviewed by: EYAO	Page 3 of 6
Version Number: 3.0		Last Reviewed: 08/10/2025
UNCONTROLLED WHEN DOWNLOADED	Authorised by: Early Years Manager	Next Review Due: 08/10/2028

will be on the child's enrolment form. The National Law and National Regulations do not specify a minimum age limit for an authorised nominee. Each service will need to determine if a person under the age of 18 is able to be an authorised nominee and, if so, what constitutes the minimum acceptable age at that service.

Duty of Care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

Inappropriate Person: A person who may pose a risk to the health, safety or wellbeing of any child attending the education and care service, or whose behaviour or state of mind make it inappropriate for him/her to be on the premises e.g. a person under the influence of drugs or alcohol (Act 171(3)).

Medication Record: Contains details for each child to whom medication is to be administered by the service. This includes the child's name, signed authorisation to administer medication and a record of the medication administered, including time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication, if required (Regulation 92). A sample medication record is available on the ACECQA website.

PROCEDURE

Procedures for refusing a written authorisation

On receipt of a written authorisation from a parent/guardian that does not meet the requirements outlined in the related service procedure, the Approved Provider Nominated Supervisor will:

- Immediately explain to the parent/guardian that their written authorisation contravenes service procedure, and that it cannot be accepted.
- Ensure that the parent/guardian is provided with a copy of the relevant service procedure and that they understand the reasons for the refusal of the authorisation.
- Request that an appropriate alternative written authorisation is provided by the parent/guardian that complies with the requirements of the relevant service procedure.
- Provide the parent/guardian with an appropriate form for completion.
- Ensure that procedures outlined in the relevant service policy are followed where a parent/guardian cannot be immediately contacted to provide an alternative written authorisation.
- Follow up with the parent/guardian, where required, to ensure that an appropriate written authorisation is obtained.

Evaluation

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- Regularly seek feedback from everyone affected by the procedure regarding its effectiveness.
- Monitor the implementation, compliance, complaints and incidents in relation to this procedure.
- Keep the procedure up to date with current legislation, research, policy and best practice.
- Revise the procedure and procedures as part of the service's policy review cycle, or as required.
- Notify parents/guardians at least 14 days before making any changes to this Procedure policy or its procedures.

Prompt Doc No: MTH0141961	Reviewed by: EYAO	Page 4 of 6
Version Number: 3.0		Last Reviewed: 08/10/2025
UNCONTROLLED WHEN DOWNLOADED	Authorised by: Early Years Manager	Next Review Due: 08/10/2028

Forms and Records

Asthma Action Plan
 Anaphylaxis First Aid Plan
 Medical Conditions and Healthcare Needs Management Plan
 Medical Conditions Risk Management and Communication Plan
 Enrolment Form
 Enrolment Form Change of Details
 Permission Form for Under Age Collection
 Excursion Authorisation Form
 Incident, Injury, Trauma, Illness Record

Related MTHCS Policy / Procedure

Administration of Medication Policy
 Child Safe Environment Policy
 Dealing with Medical Conditions Policy
 Delivery and Collection of Children Policy
 Enrolment and Orientation Policy
 Excursions and Service Events Policy
 Incident, Injury, Trauma and Illness Policy

References

Australian Children's Education and Care Quality Authority (ACECQA): www.acecqa.gov.au
 Victorian Early Years Learning Development Framework
 Early Years Learning Development Framework

Legislation

Relevant legislation and standards include but are not limited to:
 Children, Youth and Families Act 2005 (Vic)
 Child Wellbeing and Safety Act 2005 (Vic)
 Education and Care Services National Law Act 2010
 Education and Care Services National Regulations 2011
 Children's Services Regulations 2020
 Children's Services Act 1996
 Family Law Act 1975 (Cth), as amended 2011

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>

Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

Standards

Prompt Doc No: MTH0141961	Reviewed by: EYAO	Page 5 of 6
Version Number: 3.0		Last Reviewed: 08/10/2025
UNCONTROLLED WHEN DOWNLOADED	Authorised by: Early Years Manager	Next Review Due: 08/10/2028

National Quality Standard – QA2

Prompt Doc No: MTH0141961		Page 6 of 6
Version Number: 3.0	Reviewed by: EYAO	Last Reviewed: 08/10/2025
UNCONTROLLED WHEN DOWNLOADED	Authorised by: Early Years Manager	Next Review Due: 08/10/2028