



Authorisations – Activities Requiring

1. Give a child medication, including over the counter medication like paracetamol, cough mixture, sunscreen or nappy cream	<ul style="list-style-type: none">• get written and dated authorisation from a parent on medication record• verbal authorisations from parents, doctors or emergency services can be used in a medical emergency.• verbal authorisations are NOT required before giving a child emergency asthma or anaphylaxis medication
2. Give a child first aid	<ul style="list-style-type: none">• get written and dated authorisation from a parent on enrolment form
3. Seek medical treatment for a child from a doctor, dentist, hospital or emergency service	<ul style="list-style-type: none">• get written and dated authorisation from a parent on enrolment form• verbal authorisations from parents, doctors or emergency services can be used in a medical emergency
4. Call an ambulance for a child	<ul style="list-style-type: none">• get written and dated authorisation from a parent on enrolment form
5. Take a child on an excursion	<ul style="list-style-type: none">• get written and dated authorisation from a parent
6. Take a child's photograph	<ul style="list-style-type: none">• get written and dated authorisation from a parent
7. Post any child's photo on the service's social media account	<ul style="list-style-type: none">• get written and dated authorisation from a parent
8. Allow someone other than a parent to collect the child eg leaves with authorised nominee	<ul style="list-style-type: none">• get written and dated authorisation from a parent on enrolment form outlining authorised nominees• Note authorised nominees can also authorise another person to collect child unless this clearly ruled out• parents or authorised nominees may authorise another person to collect the child over the phone if they are unable to collect a child before the service closes. <p>If a person unknown to educators is authorised verbally or in writing to collect the child, educators must adequately identify person before child is released. See Delivery and Collection of Children Policy for more information.</p>
9. Disclose a child's personal information if not legally required or families would not expect the disclosure	<ul style="list-style-type: none">• get written and dated authorisation from a parent if disclosure not legally required or families would not expect the disclosure
10. Collection of children	<ul style="list-style-type: none">• get written and dated authorisation about who may collect child from a parent on enrolment form