

Summary of Forms and Notifications

Most forms are attached to policies. Please refer to related policies for full guidelines.

<u>Form/Notification</u>	<u>When to Complete</u>	<u>Return to Office</u>	<u>Maintain in Educator Records</u>	<u>Length of time to be stored/retained</u>
Authorisation to Administer Medication	For all prescribed/non-prescribed medications, ointments, teething gels	✓		3 years from the time the child leaves the service
Excursion Risk Assessment & Permission Notes: Routine and Non- Routine	For routine excursions (once a year unless the venues or circumstances change) For non-routine excursions (on every occasion)	✓ Families sign new permission notes for Routine Excursions annually. Assessments and Permission Notes for Non- Routine Excursions need to be returned to the office 24 hours before the Excursion.		3 years from the time the child leaves the service If an incident or accident occurs on the excursion those records need to be kept until the child is 25.
Permission Note to travel on the bus to Playsession	For assisted trips to Playsession. Children under 3 can only travel if accompanied by their Educator.	✓ On the day		3 years from the time the child leaves the service
Unaccompanied Travel permission Note	For School Aged Children who walk unaccompanied to or from the school bus stop and the Educator's home	✓		3 years from the time the child leaves the service
Permission note for Flexitime Care	When a Coordinator cares for children in the Educator's home whilst the Educator attends an appointment. (1 hour/ 1 booking per term)	✓		3 years from the time the child leaves the service
Notification of Variation	For families to notify the Educator	✓		For internal administration

to Care	of planned holidays, changes in booked hours or cessation of care.			
Relief Care information	For families to notify Relief Educators of health issue & access	✓ Copy to Relief Ed		For internal administration
Minor Accident/Illness/Incident Report	For minor bumps, scrapes, illnesses that can be treated with basic first aid & TLC	✓		For internal administration
Incident, Injury, Trauma and Illness Record	For anything that requires medical, dental or hospital treatment. It should also be completed for any incident which requires Police attention.	✓ This form needs to be completed and returned to the office within 24 hours so that copies can be sent to DEC, DEEWR and the Educator's Insurance Company. The child's family will be provided with a copy too.		These records need to be retained for 25 years after the child leaves the Service. If a child dies as the result of the incident the record will need to be retained for a period of 7 years after the death.
Fire Evacuation Drill Practice	Every three months – record the practice carried out with each child in care across a normal week.	✓ Every three months		For a period of 3 years after the Educator leaves the Service.
Fixed / Portable Cot Checklist	To record a safety check on cots used for children in care	✓ Each year at re-registration or when a cot is purchased or borrowed		For a period of 3 years after the Educator leaves the Service.
Medical Check	Prior to registration and each year thereafter	✓		For a period of 3 years after the Educator leaves the Service.
Notification of Changes relating to Educator's	If structural alteration or demolition is being planned at the Educator's	✓ This form with		For a period of 3 years after the Educator leaves

Home	home	attached risk assessment needs to be supplied 6 weeks beforehand.		the Service.
Risk Assessment for Pets	For any animal that is kept as a pet. Please note that dogs require a separate area for their own and children's safety	✓ On registration and annually thereafter at re-registration		For a period of 3 years after the Educator leaves the Service.
Educator Vacancies/ Changes to Care Provided	To inform the Coordination Unit of Vacancies or Care availability	✓ Whenever vacancies or changes occur		For internal administration
Change in Contract Request	To change details of booked hours	✓ Whenever this occurs		For internal administration
Details Request	For Educators to use to follow up after an interview with potential clients		✓	
Teething Necklace Disclaimer	For families to sign if they require the Educator to keep the necklace on their child whilst they sleep at the Educator's home	✓		For 3 years after the child has left the Service
Attendance of Educator's Children	For an Educator's own children who attend their service	✓ With timesheets each week or when care occurs		For 3 years after the Educator has left the Service
Safety Checklist	For Daily Use. Checklist to be devised at Registration tailored to each care environment.		✓ To be displayed and time of each daily check noted in diary	For a period of 3 years after the Educator leaves the Service.
Sleep Monitoring Chart	To use for individual children or the group of children in care at each rest	✓		A record for an individual child needs to be kept for 3

Health Management Plans	time If a child is diagnosed with Asthma, Anaphylaxis, Diabetes or Epilepsy, the Educator and the Coordination Unit require a management plan devised and signed by the Child's Doctor	When complete ✓ On enrolment or when the child is diagnosed	✓ Copy to be kept by the Educator (and taken on excursions) and will be provided to any Relief Educator	years after the child leaves the service. For 3 years after the child has left the Service
Record of Additional Child in Care	In exceptional circumstances when alternative care cannot be found and only after approval by the Nominated Supervisor.	✓ After application and prior to care being provided	✓	For 3 years after the Educator has left the Service

Document storage and maintenance requirements under the Regulations make it advisable for Educators to send completed forms and notifications into the Coordination Unit ASAP.

In the event an Educator leaves the Service Regulation 179 requires Educators to return all documents listed in Regulation 178 (1) i.e.:

- Any documentation related to child assessments, observations or evaluations in the delivery of the educational program (see Regulation 74)
- Any Incident, Injury , Trauma or Illness Record (see Regulation 87)
- Any Medication Record (see Regulation 92)
- Any Attendance Record (see Regulation 159)
- Child Enrolment Records (see Regulation 160)
- The record of visitors to the Educator's home or approved FDC venue (see regulation 165)

AFDC also require any Educator leaving the Service to return any unused forms with the company logo, the Educator's Resource Kit (if they have been issued one), the set of Service Policies issued on Registration, the bound set of Regulations and the Law issued at Registration Unless the educator has paid for these), the QIP/ National Standard Folder of course any toys and resources on loan.