

Summary of Forms and Notifications

Please refer to related policies for full guidelines. Forms are available to download from the website www.armidaleanddistrictfamilydaycare.com or from the service.

<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 to Care	For families to notify the Educator of planned holidays, changes in booked hours or cessation of care.	✓		For internal administration
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 and any Mandatory Report.	✓ 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 Lockdown Drill Practice	Both drills need to be practiced and documented every three months with all children in care.	✓ 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 if returning to work after an operation, maternity leave or the diagnosis of a medical	✓		For a period of 3 years after the Educator leaves the Service.

	or health condition.			
Notification of Changes relating to Educator's Home	If structural alteration or demolition is being planned at the Educator's home That could create a serious risk to the health, safety and wellbeing of children	✓ This form with attached risk assessment needs to be supplied 6 weeks beforehand.		For a period of 3 years after the Educator leaves the Service.
Complaint form (please request)	For any complaint alleging a serious incident has occurred or is occurring at the service. For any complaint alleging the National Law and National Regulations have been breached.	✓		For at least a period of 3 years after the Educator leaves the service. If an Injury, Incident, Trauma or Illness report is made the form will be retained for 25 years after the child leaves the service.
Pet Risk Assessment	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

Adult Household Member	AFDC needs to be notified of any new person aged 18 and over residing at the residence (including visitors staying longer than 4 weeks.	✓ A volunteer Working with Children Check will need to be applied for and supplied to the office.		For a period of 3 years after the Educator leaves 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 time	✓ When complete		A record for an individual child needs to be kept for 3 years after the child leaves the service.
Health Management Plans	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	✓ 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	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

Social network disclaimer and consent	A form defining the Educator's appropriate use of social or electronic media to post or send photos of children's activities and experiences. Accompanying parent consent	✓	✓	For 3 years after the Educator has left the Service
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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.