

No	Policy Name	Procedures and Forms	Pages
1	Acceptance and Refusal of Authorisations	-	
2	Administration of Medication	Medication Form - Authority to Administer (Long Term) Medication Form – Authority to Administer (Short Term) Incident, Injury, and Trauma Record	1 1 2
3	Animal	Incident, Injury and Trauma Record	2
4	Child Protection and Risk Management	Abuse – Types and Indicators A step-by-step guide to making a report to Child Protection or Child FIRST* Blue Card Register (Qld) Breach Management Plan Child Protection and Risk Management Strategy - Survey Child Protection – Staff Acknowledgement Form Code of Conduct – Child Protection Confidentiality Agreement ECA Code of Ethics Expression of Concern Form Harm – Guidelines for Handling Disclosure Harm – Guidelines for Handling Suspicion Injury on Arrival Mandatory Reporting A3 Poster* Protective Behaviours Risk Management Plan for High Risk Activities or Special Event Team Summary Sheet Statement of Commitment Training and Study Record – Educator	4 1 1 1 2 2 1 1 1 1 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1
5	Child Safe Environments	Open, Mid and Close Checklist Outdoor Play Surface Temperature Checks Safety Checklist – Indoor Daily Safety Checklist – Outdoor Daily Sand Pit Cleaning Procedure Sand Pit Cleaning Register Hazard Report Form Maintenance Record	3 1 1 2 1 1 1 1
6	Cleaning	Cleaning Cloth Colour Chart Hygiene Guidelines – General Sand Pit Cleaning Procedure Room Task Schedule	1 4 1 1
7	Clothing	-	
8	Covid-19	Hand Alcohol Rub Poster* Handwashing Poster – NHMRC* Handwashing Poster – Preschool*	1 1 1
9	Dangerous Products, Plants, Vermin and Objects	Open, Mid and Close Checklist Sand Pit Cleaning Procedure Sand Pit Cleaning Register	2 1 1
10	Death of a Child	Incident, Injury, and Trauma Record Non-Responsive Child/Person - Procedure	2 1
11	Delivery and Collection of Children	Collection Concern Form	2
12	Dental Health	-	

13	Educational Program	Daily Feedback Sheet Incursion Evaluation Form Family and Community Participation Register	1 1 1
14	Educator Professionalism and Ethics	Blue Card Register (Qld) Confidentiality Agreement ECA Code of Ethics* Professional Development Evaluation Sheet Reflective Diary – Daily Reflective Diary – Weekly Team Handbook Update Sheet Team Meeting Agenda Team Reading Tracking Form Team Reflection Sheet Training and Study Record - Educator Weekly Report for Director – Educator Team Summary Sheet	1 1 1 3 1 1 1 3 1 1 1 1 1 1
15	Enrolment and Orientation	Enrolment and Orientation Checklist Family and Child Information Summary Transition Record	2 1 1
16	Environmental Sustainability	Recycling Wish List	1
17	Evacuation and Lockdown	Emergency Evacuation Bag Checklist Emergency Evacuation Bag Contents Checklist Emergency Evacuation Roles and Responsibilities Evacuation and Lockdown Report	2 3 1 3
18	Excursion and Incursion	Excursion Evaluation Form Excursion Form – Parent Authorisation Excursion Risk Management Plan Emergency Flood refuge Use and Procedure Incursion Evaluation Form	1 2 3 2 1
19	Fee	Late Fee Notice	1
20	Food Preparation, Storage and Handling	Chopping Board Colour Chart Cleaning Cloths Colour Chart Expressed Breast Milk (EBM) and Formula – Storing and Heating Procedure Handwashing Poster – Adult* Handwashing Poster – NHMRC* Milk Bottle Register Temperature Control Log – Daily	1 1 3 1 1 1 1
21	Governance and Management	Approval & Consent Form – Director Approval & Consent Form – Responsible Person	1 1
22	Grievance and Complaint	Confidentiality Agreement Grievance and Complaint Analysis Sheet Grievance and Complaint Form Grievance and Complaint Register	1 1 1 1
23	Handwashing	Hand Alcohol Rub Poster* Handwashing Poster – Adult* Handwashing Poster – NHMRC* Handwashing Poster – Preschool*	1 1 1 1
24	Head Lice	Head Lice Check Consent Form Head Lice Notification	1 1
25	Immunisation for Children and Staff	Illness and Infectious Disease Register Non-Immunised Children – Register Non-Immunised Team Member – Register Team Immunisation Form	1 1 1 1

26	Incident, Injury, First Aid, Trauma, and Illness	Acceptance of Role of First Aid Officer Form Adult Incident, Injury and Trauma Record DRSABCD Action Plan Poster* First Aid Contents Checklist First Aid – List of Items First Aid Officer Checklist Illness Record Incident, Injury, and Trauma Record Injury on Arrival Record Injured Child – Management Procedure Medical Conditions Management Plan – General Illness Non-Responsive Child/Person - Procedure Team Summary Sheet	1 2 2 1 1 2 2 2 1 2 2 1 1
27	Inclusion	-	
28	Interactions with Families	Family and Community Participation Register Transition Record	1 1
29	Managing Infectious Diseases	Illness and Infectious Diseases Register Incident, Injury, and Trauma Record Recommended Minimum Exclusion Periods Poster – NHMRC* Non-Immunised Children – Register Non-Immunised Team Member - Register Parent/Doctor Report Time Out Poster – Queensland Health*	1 2 1 1 1 1 1
30	Medical Conditions	Allergic Reactions Action Plan – ASCIA* Action Plan for Anaphylaxis – ASCIA* Asthma Action Plan * Asthma First Aid – Asthma Australia* Diabetes Action Plan * How to use an Epi Pen Junior Autoinjector Poster * Incident, Injury, Illness and Trauma Record Medical Conditions Management Plan – General Illness Medical Conditions Risk Minimisation and Communications Plan Team Summary Sheet	1 1 1 1 1 1 2 3 2 1 1
31	Nappy Change and Toileting	Handwashing Poster – Adult* Handwashing Poster - NHMRC* Nappy Change Chart – Infants Nappy Change/Toileting Chart – Option 1 Nappy Change/Toileting Chart – Option 2 Nappy Change Procedure Toileting Procedure	1 1 1 1 1 1 1
32	Nutrition, Food and Beverages – Parent Provided	Daily Feedback Sheet Expressed Breast Milk (EBM) – and Formula – Storing and Heating Procedure Food From Home Form Milk Bottle Register	1 3 1 1
33	Nutrition, Food and Beverages – Service Provided	Daily Feedback Sheet Expressed Breast Milk (EBM) – and Formula – Storing and Heating Procedure Food From Home Form Menu – Child Survey Menu - Children Food Survey Result Form Menu – Daily Feedback Form Menu – Parent Survey (Brief) Menu – Parent Survey (Detailed)	1 3 1 1 1 1 1 3

34	Photographs and Video Recording	Photograph Video Release Form	1
35	Policy and Procedure Review	Policy Feedback Form Team Handbook Update Sheet	1 1
36	Privacy and Confidentiality	Confidentiality Agreement	1
37	Relationships with Children	-	
38	Sleep and Rest	Daily Feedback Sheet Sleep and Rest Register	1 1
39	Social Media Policy	-	
40	Staffing	Approval & Consent Form – Director Approval & Consent Form – Responsible Person Blue Card Register (Qld) Child Protection Staff Acknowledgement Form Confidentiality Agreement Compliance History Statement Director_ Manager Working Directly with Children Professional Development Evaluation Sheet Prohibition Notice Declaration for Prospective Staff Members Responsible Person Record Form Team incident, Injury, Illness and Trauma Record Team Time Sheet Team Summary Sheet	1 1 1 1 1 1 1 2 1 1 1 1
41	Students, Visitors and Volunteers	Child Protection Staff Acknowledgement Form Confidentiality Agreement Students, Visitors and Volunteers Sign-in Sheet	1 1 1
42	Sun Protection – Parent Supplies Hat	No Hat Wrist Band Sunscreen Application Chart	1 1
43	Sun Protection – Service Supplies Hat	No Hat Wrist Band Sunscreen Application Chart	1 1
44	Supervision	Nappy Change Procedure Sleep and Rest Register Students and Volunteers Sign-in Sheet Visitors Sign-in Sheet	1 1 1 1
45	Tobacco, Drug and Alcohol	ECEC Poster No Smoking Smoke Free Facility Sign	1 1
46	Water Safety	Excursion Risk Management Plan	3

***Bonus items**

The following complimentary items are included for centres implementing this system. The bonus items help to:

- track specific behaviour patterns
- record updates to child enrolment, immunisation and family situations
- document transitions from room to room as children move through the service
- document transitions to school from appropriate perspectives

1	*Behaviour Tracking Sheet	1	Use this form to track any pattern of behaviour as part of your behaviour guidance plan. It is helpful when tracking behaviours such as swearing, biting, fighting, interrupting and many more.
2	*Child Ceasing Care Administration Form	1	Place these 5 forms in a stand available for families to use when they need to update information recorded about their child/family situation or inform you of holiday plans. Tip: print each form on different coloured paper to make it easy to identify.
3	*Child Holiday Update Administration Form	1	
4	*Child Immunisation Administration Update Form	1	
5	*Child Information Update Administration Form	1	

6	*Child Request for Altered Days of Attendance Form	1	
7	*Transition Information - Child	1	Use these 3 forms to document the transition of children from service to school from the perspective of the child, family, and educators.
8	*Transition Information - Family	1	
9	*Transition Statement – Educator	1	
10	* Transition Record	1	Use this form to document children’s transitions from room to room in the service and to notify families of their child’s readiness to move
11	*Risk Minimisation Strategies Table - ASCIA	1	Use this as a reference in thinking about related matters in your service

* Denotes an item provided that has been produced by another organisation. These items and others are available on the web sites/contact places below.

- ASCIA – www.allergy.org.au
- Asthma Foundation – www.asthmafoundation.org.au
- Diabetes Australia - www.diabetesaustralia.com.au
- ECA – www.earlychildhoodaustralia.org.au
- NHMRC – www.nhmrc.gov.au
- State Health Departments all states
- Nutrition Australia