

No	Policy Name	Procedures and Forms
1	Administration of Medication	Medication Form - Authority to Administer (Long Term) Medication Form – Authority to Administer (Short Term) Incident, Injury, Illness and Trauma Record
2	Animal	-
3	Child Protection and Risk Management	Abuse – Types and Indicators Breach Management Plan Child Protection and Risk Management Strategy - Survey Child Protection – Staff Acknowledgement Form Code of Conduct – Child Protection Confidentiality Agreement Expression of Concern Form Harm – Guidelines for Handling Disclosure Harm – Guidelines for Handling Suspicion Protective Behaviours Risk Management Plan for High Risk Activities or Special Event Staff Summary Sheet Statement of Commitment Training and Study Record - Educator
4	Cleaning	Hygiene Guidelines – General Room Task Schedule Wash Cloth Colour Chart
5	Clothing	-
6	Dangerous Products, Plants, Vermin and Objects	-
7	Death of a Child	Incident, Injury, Illness and Trauma Record Non-Responsive Child/Person - Procedure
8	Delivery and Collection of Children	Delivery and Collection of Children Concern Form
9	Dental health	-
10	Determining the Responsible Person Present	Responsible Person Record Form
11	Educational Program	-
12	Educator Professionalism and Ethics	Confidentiality Agreement ECA Code of Ethics* Reflective Diary – Daily Reflective Diary – Weekly Team Meeting Agenda Team Reading Tracking Form Training and Study Record - Educator Weekly Report for Nominated Supervisor - Educator Staff Summary Sheet
13	Enrolment and Orientation	Enrolment and Orientation Checklist Family and Child Information Summary
14	Environmental Sustainability	Recycling Wish List
15	Evacuation and Lockdown	Evacuation and Lockdown Report
16	Excursion	Excursion Evaluation Form Excursion Form – Parent Authorisation Excursion Risk Management Plan

17	Fee	-
18	Food Preparation, Storage and Handling	Chopping Board Colour Chart Expressed Breast Milk (EBM) and Formula – Storing and Heating Procedure Handwashing Poster – NHMRC* Temperature Control Log – Daily Wash Cloths Colour Chart
19	Grievance and Complaint	Confidentiality Agreement Grievance and Complaint Analysis Sheet Grievance and Complaint Form Grievance and Complaint Register
20	Handwashing	Handwashing Poster – NHMRC*
21	Head Lice	Head Lice Check Consent Form Head Lice Notification
22	Immunisation for Children and Staff	Non-Immunised Children – Register Non-Immunised Staff – Register Staff Immunisation Form
23	Incident, Injury, Trauma and Illness	First Aid – List of Items Incident, Injury, Illness and Trauma Record Injured Child – Management Procedure Non-Responsive Child/Person - Procedure Staff Summary Sheet
24	Inclusion	-
25	Interactions with Families	-
26	Managing Infectious Diseases	Illness and Infectious Diseases Register Incident, Injury, Illness and Trauma Record Non-Immunised Children – Register Non-Immunised Staff - Register Parent/Doctor Report Queensland Government – Time Out Poster*
27	Medical Conditions	Anaphylaxis Action Plan – ASCIA* Asthma First Aid* Incident, Injury, Illness and Trauma Record Staff Summary Sheet
28	Nappy Change and Toileting	Handwashing Poster - NHMRC* Nappy Change Chart – Infants Nappy Change Chart – Toddlers Nappy Change Procedure Toileting Procedure
29	Nutrition, Food and Be Beverages – Centre Provided	Daily Feedback Sheet Expressed Breast Milk (EBM) – and Formula – Storing and Heating Procedure Menu – Child Survey Menu – Parent Survey (Brief) Menu – Parent Survey (Detailed)
30	Nutrition, Food and Beverages – Parent Provided	Daily Feedback Sheet Expressed Breast Milk (EBM) – and Formula – Storing and Heating Procedure
31	Photographs and Video Recording	-
32	Policy and Procedure Review	Policy Feedback Form
33	Privacy and Confidentiality	Confidentiality Agreement

34	Relationships with Children	-
35	Safe Play Spaces	Safety Checklist – Indoor Daily Safety Checklist – Outdoor Daily Hazard Report Form Maintenance Book
36	Sleep and Rest	Daily Feedback Sheet Sleep and Rest Register
37	Staffing	Child Protection Staff Acknowledgement Form Confidentiality Agreement Responsible Person Record Form Staff Summary Sheet
38	Students, Volunteers and Visitors	Confidentiality Agreement Child Protection Staff Acknowledgement Form Students, Visitors and Volunteers Sign-in Sheet
39	Sun Protection – Centre Supplies Hat	Sunscreen Application Chart
40	Sun Protection – Parent Supplies Hat	Sunscreen Application Chart
41	Supervision	Nappy Change Procedure Sleep and Rest Register Students, Volunteers and Visitors Sign-in Sheet
42	Tobacco, Drug and Alcohol	Delivery and Collection of Children Concern Form
43	Water Safety	Excursion Risk Management Plan

**\*Bonus items**

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

- track specific behaviour patterns
- record updates to child enrolment, immunisation and family situations
- document transitions to school from appropriate perspectives

1	*Behaviour Tracking Sheet	Use this form to track patterns 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	Make these 5 forms available for families to use when they need to update information recorded about their child/family situation or inform you of holiday plans or altered care needs. Tip: print each form on different coloured paper to make it easy to identify.
3	*Child Holiday Update Administration Form	
4	*Child Immunisation Administration Update Form	
5	*Child Information Update Administration Form	
6	*Request for Altered Days of Attendance	
7	*Transition Information - Child	Use these forms to document the transition of children from service to school from the perspective of the child, family and educators.
8	*Transition Information - Family	
9	*Transition Statement – Educator	

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

- ASCIA – [www.allergy.org.au](http://www.allergy.org.au)
- Asthma Foundation – [www.asthmafoundation.org.au](http://www.asthmafoundation.org.au)
- ECA – [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)
- NHMRC – [www.nhmrc.gov.au](http://www.nhmrc.gov.au)
- Queensland Health Department – [www.health.qld.gov.au/immunisation](http://www.health.qld.gov.au/immunisation)