

ADMINISTRATION - RECORDS

POLICY

Adequate records about individual children in FDC must be kept. The records are required for:

- access to information which is important to child's well being,
- safety of children by allowing them to be accounted for,
- safeguarding against the child's removal by unauthorised person,
- accountability to consumers,
- legal protection of Educators.

The specified periods of time for which records must be kept have been determined on the basis of legal advice, taking account of the time over which legal action may be taken after a child has ceased to use a Family Day Care Scheme.

All records should be returned to and stored by the Family Day Care Co-ordination Unit. Signed acknowledgment where original records have been kept could be given to a parent, or a Educator on request.

PROCEDURE

The following records shall be kept up to date and in a safe and secure area. The records will remain confidential and will only be made available to those who have a lawful right to them.

1. **Family Enrolment form** (Appendix 3) including:
 - the child's full name, date of birth, residential address and gender.
 - the full name, date of birth, residential address, place of employment, and contact telephone number/s of the Parent/Guardian.
 - court orders affecting custody of, and access to, the child.
 - the primary language spoken by the child and/or the child's parents.
 - the name, address and telephone number of at least one person authorised by a parent to collect the child.
 - the name and address and telephone number of at least one person who may be contacted in an emergency (if the parent is not available).
 - the name, address and telephone number of the child's doctor or hospital.
 - a parent's permission for emergency medical, hospital and ambulance service.
2. **Child Information form** (Appendix 4) including:
 - details of allergies or other relevant medical history or detail.
 - any special requirements notified by a parent/guardian, for example, culture or religion, the needs of a child with a disability or with other special needs.
 - immunisation status of child.
3. **Medication Record** (Appendix 8) - if any medication is administered to the child while in FDC:
 - the name of the medication.
 - the date, time and dosage administered.
 - the name of the person who administered the medication.
 - the parent's written permission, and any doctor's instructions, for its administration.

Continued...

ADMINISTRATION – RECORDS - Continued

4. **Medical Condition Information sheet** (Appendix 7) – this form should be completed by the parent and medical practitioner if a child has an ongoing medical condition that might affect him/her while in care, or might require the Educator to participate in treatment, or be required to modify the care environment – eg asthma, severe allergy, epilepsy.
5. **Accident/Injury/Illness Record** (Appendix 10), **Incident/Injury Report** (Appendix 11):
 - the nature and circumstances of any injury to the child while in Family Day Care.
 - particulars of treatment given to the child who is injured or becomes ill while in FDC.
 - if a child dies while in Family Day Care, the details surrounding the death.
6. **Routine Excursion form** (Appendix 15), **Non-routine Excursion Form** (Appendix 16) & **Risk Management Plans** (Appendix 17) - a parent's permission for a child to be taken on an excursion or escorted to or from a specified place.