

C17. CHILD RECORDS

Content:	Illawarra Aboriginal Corporation Policies and Procedures
Version:	1.0
Section:	Childcare
Applies To:	Board, Management and Staff of all IAC Childcare Services
Date:	May 2014 (Review May 2017)

Background and Purpose

The IAC's Childcare policies articulate our aims, goals and philosophies in caring for children in our long day care and preschool services. They explain how the IAC works with its management, staff and other agencies to ensure that our children are afforded the best and most appropriate care and that we meet all of the requirements of NSW Department of Education & Communities.

Principle

The IAC recognises and understands that we are required to maintain prescribed documents detailing important information about children in our care and their parents or nominated authorities.

The IAC is committed to working with NSW Department of Education & Communities in an open and positive manner to ensure that children under our care are cared for in safe, nurturing environments that meet the requirements of current legislation and guidelines.

Accuracy of Records

The IAC will ensure that we take all reasonable steps to ensure the listed records are accurate and up to date.

Access to Records

The IAC will ensure that the listed records are able to be accessed on request by a parent of a child enrolled at the service, other than a parent who is prohibited from accessing the information by a court order.

Personal Information

C(E&CS)SPR 2012 Regulation92 - Schedule 1

The IAC will ensure that we maintain the following information as applicable:

- the child's full name, birth date, sex and residential address
- a description of the child's family circumstances (including details and copies of court orders where applicable)
- the full name (including other names known by), address, place of employment and all contact details of each parent of the child
- any special requirements concerning the child notified by a parent of the child (such as requirements regarding the child's culture, religion or disability)
- the ethnic and cultural identity of the child and the primary language spoken by the child, or the parent if the child has not yet learned to speak
- information provided by the parent concerning the child's religion and cultural background, and any practice that should be observed in respect of the child's religion or background
- the full name, address and contact details of any person who is an authorised nominee that has been given permission by a parent or family member to collect the child
- the full name, address and contact details of any person who is an authorised nominee that may be contacted in an emergency or if the parent of the child is not available

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Health Information

C(E&CS)SPR 2012 Regulation92 - Schedule 1

The IAC will ensure that we maintain the following information as applicable:

- the name, address and telephone number of the child's registered medical practitioner or medical service
- any written authorisation by a parent of the child for the administration of any medication by a member of staff or by a carer and any medical practitioner's instructions relating to its administration
- if any medication is administered to the child:
 - ◊ the name of the medication
 - ◊ the date, time and dosage that was administered
 - ◊ the names and signatures of the person who checked the dosage and administered the medication
- any written particulars provided by a parent of the child advising that the child suffers from allergies, epilepsy, asthma or any other specified medical condition and of the treatment to be given if the child appears to be severely physically affected by the condition while attending our service
- any medical management plan, anaphylaxis medical management plan or risk minimisation plan to be followed with respect to a specific healthcare need, medical condition or allergy
- details of any dietary restrictions for the child
- the immunisation status of the child
- any written authorisation provided by a parent of the child for emergency medical, hospital, dental and ambulance service
- the child's Medicare number and the name of any health fund that has issued a policy by which the child is covered
- the nature and circumstances (including date and time) of any injury or illness of the child while attending our service
- particulars of treatment given to the child if the child is injured or becomes ill while attending our service
- details of a child's death if a child dies while attending our service

Attendance and Excursions

C(E&CS)SPR 2012 Regulation92 - Schedule 1 and Regulation 94

The IAC will ensure that we maintain the following information as applicable:

- the day to day attendance of the child including arrival and departure times
- the signature of the person who delivers or collects the child from our premises or the nominated supervisor or an educator
- any authorisation by a parent for a child to be taken on an excursion or escorted to or from a specified place

Educational Programs

C(E&CS)SPR 2012 Regulation95

The IAC will ensure that we maintain the following information as applicable:

- the educational programs provided
- the structure of the child's day
- assessments of the child's developmental needs, interests, experiences and participation in the education program
- assessments of the child's progress against the outcomes of the education program
- a weekly record of the service

Complaints

C(E&CS)SPR 2012 Regulation92 - Schedule 1

The IAC will ensure that we maintain the following information as applicable:

- details of any complaint by a parent or person responsible for a child concerning the care provide to the child or the operations of our service
- details of any action taken in response to the complaint

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Incident, injury, trauma and illness

C(E&CS)SPR 2012 Regulation 80

The IAC will ensure that we maintain the following information as applicable:

- details of any serious incident in relation to a child or injury received by a child or trauma to which a child has been subjected while in our care, including:
 - ◊ the name and age of the child
 - ◊ the circumstances leading to the incident, injury or trauma
 - ◊ any products or structures involved
 - ◊ the time and date the incident occurred, the injury was received or the child was subjected to the trauma
- details of any illness which becomes apparent while the child is in our care including:
 - ◊ the name of the child
 - ◊ the relevant circumstances surrounding the child becoming ill and any apparent symptoms
 - ◊ the time and date of the apparent onset of the illness
- details of the action taken by us in relation to any incident, injury, trauma or illness which a child has suffered while in our care including:
 - ◊ any medication administered or first aid provided
 - ◊ any medical personnel contacted
- details of any person who witnessed the incident

Incident, injury, trauma and illness

C(E&CS)SPR 2012 Regulation 80

The IAC will ensure that we maintain the following information as applicable:

- the name of any person that we attempted to notify, of any incident, injury, trauma or illness which a child has suffered while in our care and the time and date of the notifications or attempted notifications
- the name and signature of the person making an entry in the record, and the time and date that the entry was made

COMPLIANCE

This policy complies with:

- Children and Young Persons (Care and Protection) Act 1998
- Children (Education and Care Services) Supplementary Provisions Regulation 2012
- National Quality Framework

REFERENCES

This policy should be read with:

- C(E&CS)SPR 2012 - Part 7 Administrative requirements - Division 2 Records (Regulations 80, 92, 94 and 95 and Schedule 1 - Records to be kept for each child)