**NQS COMPLIANCE CHECKLIST Name of Service : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**QUALITY AREA 2: CHILDREN’ S HEALTH AND SAFETY**

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| GUIDANCE FOR CHILDREN OF ALL AGES AND ALL SERVICE TYPES | | | | |
| QA STANDARD ELEMENT | AVAILABLE TO SIGHT | LOCATION | NOTES | ü |
| Wellbeing and Comfort  2.1.1 | Information for families on sleep and rest, information for families addressing individual clothing needs and preferences and daily information about children’s nappy change & toileting patterns | * Sleep / Rest record * Policy folder/manual * Information brochures in foyer * Family handbook * Child’s individual file |  |  |
| Health Practices and Procedures  2.1.2 | Displayed procedures for nappy changing and toileting | * Children’s bathrooms * Nappy changing areas |  |  |
| Health Practices and Procedures:  ***Continued*** 2.1.2 | Incident, injury, trauma, illness and medical policies, Incident, injury, trauma and illness records, including: Written processes for observing, responding to, and recording signs of illness and injury in children and, Written processes for notifying families of illness or injuries that affect children while at the Service | * Office (Incident, injury, trauma and illness record folder) * Child’s individual record * Policy/Procedures Folder |  |  |
| Health Practices and Procedures:  ***Continued*** 2.1.2 | Notification to families of infectious diseases | * Noticeboard * Emails |  |  |

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| Health Practices and Procedures:  ***Continued*** 2.1.2 | Current records of children’s immunisation status | * Child’s enrolment form * Immunisation checklist * Immunisation brochures/display |  |  |
| Health Practices and Procedures:  ***Continued*** 2.1.2 | Information that has been provided to educators and families about child and adult immunisation recommendations | * Family / Parent handbook * Brochures / Fact sheets in entry * Staff handbook * Newsletters |  |  |
| Health Practices and Procedures:  ***Continued*** 2.1.2 | Individual enrolment records contain health information and authorisations for each child enrolled at the Service | * Child’s individual enrolment form/file |  |  |
| Health Practices and Procedures:  ***Continued*** 2.1.2 | First aid kits | * Visible and efficiently accessible locations around the Service * Both indoor, outdoor and portable |  |  |
| Health Practices and Procedures:  ***Continued*** 2.1.2 | Medication records including: written authorisation from parent or guardian, name of medication being administered, time and dosage, signature of administering person and signature of witness | * Child’s individual record * Child’s medical action/management plan |  |  |
| Health Practices and Procedures:  ***Continued*** 2.1.2 | Administration of medication records | * Office, or * Location where medication is normally administered * Copies for individual child’s   records |  |  |

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| Health Practices and Procedures:  ***Continued*** 2.1.2 | A staff roster that clearly shows the qualified First Aid Officer/Educator on duty (At all times) | * Office * Staff room * Entry/foyer |  |  |
| Health Practices and Procedures:  ***Continued*** 2.1.2 | Individual written medical management plans, including: location of medication (For specific health care need, allergy, or medical condition, or diagnosed at risk of anaphylaxis or asthma) | * Child’s enrolment record (Office) * Child’s enrolment form * Designated position in classroom, kitchen or office |  |  |
| Healthy Lifestyle  2.1.3 | Written weekly menu (For Services providing food), Menu change notification, Age appropriate furniture and utensils for children, Individual daily chart and Policies & Procedures | * Entry / foyer or, * Notice board * Classrooms * Front of kitchen * Policy/Procedures folder |  |  |
| Healthy Lifestyle  ***Continued*** 2.1.3 | Resources for families on healthy eating, and where to go to get more information | * Brochures or Fact sheets in entry/foyer * Newsletters * Notice board |  |  |
| Healthy Lifestyle  ***Continued*** 2.1.3 | Evidence that information about the importance of physical activity to children’s health and development is communicated to families | * Brochures/fact Sheets * Notice board * Program/Observations * Newsletters * Policies * Family Handbook |  |  |
| Supervision  2.2.1 | Evidence of planning for the supervision of children including: outdoor areas, indoor areas, nappy changing/toileting, meal times, sleep times and water safety | * Supervision plans displayed in prominent positions (Indoors and outdoors) * Policies and procedures manual |  |  |

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| Supervision  ***Continued*** 2.2.1 | Evidence for delivery and collection of children including: child enrolment records, authorisation of collection, records of children’s attendances including arrival and departure signed by the  person delivering /collecting the child | * Children’s individual file/record * Sign-in/out sheets |  |  |
| Supervision  ***Continued*** 2.2.1 | Written process and evidence for monitoring who enters and leaves the Service premises at all times | * Policies & procedures * Child attendance records * Staff sign-in/out sheets * Visitors sign-in/out sheets |  |  |
| Supervision  ***Continued*** 2.2.1 | Risk assessment record for excursions that include: Evidence of excursion planning (if applicable) with consideration given to supervision implications | * Office (File or folder dedicated to excursion records) |  |  |
| Supervision  ***Continued*** 2.2.1 | Evidence of training and testing on how to fit car seats and child restraints (If relevant to Service) | * Educator’s individual professional development folder * Displayed in office / entry |  |  |
| Supervision  ***Continued*** 2.2.1 | Completed safety and maintenance audits of buildings, equipment and the physical environment | * Office – Safety checklist and/or Maintenance & repair files |  |  |
| Supervision  ***Continued*** 2.2.1 | Records of pest/vermin inspections and/or eradication | * Office – related safety inspection and maintenance folder |  |  |

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| Supervision  ***Continued*** 2.2.1 | Evidence that information on the Service’s sun protection management, policy and procedures is shared with families | * Parent handbook * Newsletters * UV Rating displayed in prominent position * Sun safe publications and handouts |  |  |
| Incident and Emergency Management | Records of emergency evacuation practise every three months including related evaluations | * Office – dedicated file/folder for incidents and emergency practise documentation |  |  |
| 2.2.2 |  |
| Incident and Emergency Management | Implement risk assessment audits and evaluations identifying potential emergencies relevant to the Service, it’s physical environment | * Office – appropriately labelled file or folder * Example: Emergency assessment audits |  |  |
| ***Continued*** 2.2.2 | and location |
| Incident and Emergency Management | A current, portable record of all children’s emergency contacts | * Office – a form/sheet containing all contact details (accessible) * Each classroom – a form/sheet containing all contact details (accessible) |  |  |
| ***Continued*** 2.2.2 |  |
| Incident and Emergency Management  ***Continued*** 2.2.2 | Written communication with families about the Service’s emergency plans and procedures to manage incidents | * Policies and procedures manual * Parent handbook * Noticeboard * Newsletters |  |  |

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| Incident and Emergency Management  ***Continued*** 2.2.2 | Evidence that emergency equipment is tested as recommended by recognised authorities (E.g.  Fire extinguishers, fire hoses and exit lights) | * Office – a folder/file dedicated to maintenance and workplace health and safety |  |  |
| Incident and Emergency Management  ***Continued*** 2.2.2 | Telephone or other communication equipment | * Office * Reception * Classrooms and nursery (cordless) * Playground (cordless) |  |  |
| Child Protection  2.2.3 | Evidence that information about child protection procedures and expectations is provided to educators, supervisors, family day care educator assistants, staff members, volunteers, and students | * Recruitment and orientation information * Job descriptions * Staff handbook |  |  |
| Child Protection  ***Continued*** 2.2.3 | Evidence of child protection training and/or professional development for: educators, supervisors, family day care educator assistants and staff members | * Certificate displayed on entry / office wall * Individual staff professional development files |  |  |
| Child Protection  ***Continued*** 2.2.3 | Evidence that information is provided to families about the Service’s practices in relation to child protection | * Parent handbook * Newsletters * Community resources (brochures) |  |  |

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| Child Protection  ***Continued*** 2.2.3 | Evidence that educators and supervisors work collaboratively with other authorities to support children with specific protection needs | * Child’s individual record |  |  |
| Child Protection  ***Continued*** 2.2.3 | A current list of local community resources that can provide information and support in relation to children at risk of abuse and/or neglect | * Office – dedicated file |  |  |
| Additional Guidance For OSHC  2.1.1 | Planning that reflects children’s input into rules and routines relating to the comfort of individuals and the group | * Daily diaries / communication book * Reflective diaries |  |  |
| Additional Checks | Cleaning chemicals are stored in locked cupboards or out of reach of children with the location of key clearly indicated on cupboard  Medications are stored in locked cupboards or locked refrigerator containers with location of key clearly marked on cupboard or container | * Classroom * Laundry * Kitchen * Staff bathroom * Staff room |  |  |
| Additional Checks  ***Continued*** | Fire extinguishers and fire blankets are located in accessible areas and clearly marked | * Common areas * Classroom * Kitchen |  |  |

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| Additional Checks  ***Continued*** | Processes are in place for staff, volunteers, and students to clearly identify children with allergies, intolerances, and/or medical conditions | * Dedicated register including photograph of child and details of allergy, intolerances, and/or medical condition |  |  |

Completed by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_