

## Quarterly audit checklist

### Asthma management

- Completed Asthma Management Plan with doctor's signature
- Asthma Management Plan displayed on wall
- Asthma medication is as listed on the Asthma Management Plan ie: if listed Ventolin for use, must be Ventolin ( not Asmol)
- Check inhaler is not out of date

### Anaphylaxis management

- Completed Anaphylaxis Management Plan with doctor's signature
- Anaphylaxis Management Plan displayed on wall
- Anaphylaxis medication is as listed on the Anaphylaxis Management Plan ie: if listed and EpiPen, must be and EpiPen not an Anapen
- Check EpiPen is not out of date

### Children with medical conditions

- Medical Management Plan
- Risk Minimisation Plan developed in consultation with parents
- Communication Plan to set out how to communicate any changes to the medical management plan and risk minimisation plan
- Administration of Medication has been authorised by parent/guardian
- If medication has been prescribed by a registered GP, must be from its original container, bearing original label with child's name. Check expiry date

### First Aid Kit

- Check there are no out of date medications in Kit. eg. Stingose, Saline etc.

### Emergency evacuation procedures

- Emergency evacuation procedures are clearly visible and instructions for what must be done in an emergency
- Emergency evacuation plan and floor plan of building displayed
- Record of rehearsal of emergency evacuation procedures carried out every 3 months

### Incident, Injury, trauma and illness record

- Is there an accident, injury, trauma and illness record? (Either Bellbird or HDKA form)

## Quarterly audit checklist

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### Staff record must include

- Name, address and birth date of Nominated Supervisor
- Evidence of relevant qualifications held by Nominated Supervisor
- Full name, address and date of birth of all staff members of the service
- Evidence of any relevant qualifications held by staff members
- Name of the person designated as the Educational Leader
- Full name address and date of birth of each student or volunteer who participates in the centre-based service
- The name of the Responsible Person at the service for each time that children are being educated and cared for by the service
- List of emergency contacts for all staff members

### Children's attendance record

- Full name of each child attending the service
- Record the time the child arrives and departs
- Record is signed by person who delivers or collects the child from the service or the Nominated Supervisor
- Children's enrolment records as set out in Regulation 160

### Record of visitors

- A record of visitors is maintained which must include the signature of the visitor and the time of the visitors arrival and departure

## Quarterly audit checklist

### Information that must be displayed on the notice board

- Name of the Approved Provider
  - The provider approval number
  - Any conditions on the provider approval (all on provider approval certificate)
  - Name of the education and care service
  - The service approval number
  - Any conditions on the service approval (all on service approval certificate)
  - Name of the Nominated Supervisor
  - The current rating levels for each quality area stated in the National Quality Standard
  - Overall rating of the service
- Any waivers that are applicable to the service including:
- the duration of the waiver
  - the elements of the National Quality Standard and the regulations that have been waived
  - whether the waiver is a service waiver or a temporary waiver
  - The hours and days of operation of the education and care service
  - The name and telephone number of the person at the education and care service to whom complaints may be addressed (Pauline Butler, Executive Officer, HDKA)
  - Name and position of the responsible person in charge of the service at any given time
  - Name of the educational leader at the service
  - Contact details of the regulatory authority
  - If applicable a notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled in the service
  - If applicable a notice stating the occurrence of an infectious disease at the service