

Educator Display and Accessible Items Checklist

Items To Be Displayed	Ref	Complete	Comments <small>(Action required, NA, Risk Assessment etc.)</small>
Service/Regulatory information poster	Reg 173		
Certificate of Registration	BHFDC		
Routine	NQS		
Program & Evaluation/Reflection (can be displayed electronically)	NQS		
Philosophy - BHFDC	NQS		
CPR charts displayed inside and outside	NQS		
Allergy/Medical Action Plan displayed in a confidential but easily accessible location	Reg 160		
Medical Condition Risk Minimisation and Communication Plan (if relevant)	Reg 90		
Emergency Evacuation diagram at each entry/exit Inc. procedure for evacuation and lockdown	Reg 97		
Emergency contact numbers	Reg 160		
Fire Equipment Sign	NQS		
First Aid Kit sign	NQS		
Safe Sleeping Poster (SID) in sleep area	NQS		
EYLF and/or MTOP posters	NQS		
Goals for Teaching & Learning document	NQS		
Recycling bin sign (composting sign if relevant)	NQS		
Sun Smart poster	NQS		
UN Rights of the Child poster	NQS		
ECA Code of Ethics	NQS		
Handwashing procedure near sink	NQS		
Healthy eating/lunch poster	NQS		
Nappy Change procedure in nappy change area	Reg 112		
Breast Feeding Support (on accessible)	NQS		
Aboriginal Art posters & Multicultural Images/Resources	NQS		
Munch and Move posters (optional)	NQS		
Photos of Children in Care	NQS		
Art and Craft of Children in Care	NQS		
Welcome Poster	NQS		
Menu - weekly (if relevant)	Reg 80		

Items To Be Accessible	Ref	Complete	Comments <small>(Action required, NA, Risk Assessment etc.)</small>
Education & Care Services National Regulations	Reg 185		Can Educator demonstrate accessing website?
Education & Care Services National Law	Reg 185		
Guide to the National Quality Standard (NQS)	NQS		
Policy and Procedure Folder	Reg 168		
EYLF and/or MTOP Resource Document	NQS		
Visitors Register	Reg 165		
Observations/Portfolio for each child	NQS		
Daily Checklist – safety, nappy, food, sleep & toy cleaning record	Reg 116		<i>Check completed forms</i>

Incident, Injury, Trauma & Illness Form	Reg 87		<i>Check completed forms</i>
Medication Administration Record & Permission Form	Reg 92, 93, 95, 96		<i>Check completed forms</i>
Medication storage and accessibility (if relevant)	Reg 90		Check storage location & accessibility
Excursion Risk Assessment and Permission Forms (if applicable)	Reg 99, 100, 101 & 102		<i>Check completed forms</i>
Risk Assessments (e.g. pool, water hazard, pets, pebbles, bush fire etc.)	Reg 97		<i>Check completed forms</i>
Pool / Spa Self-Assessment	Reg 103, 116		<i>Check completed forms</i>
Emergency Evacuation & Lock Down Practice Forms & Record (3monthly).	Reg 97		<i>Check completed forms</i>
Evacuation Bag, labelled 'Evacuation Kit' inc. <ul style="list-style-type: none"> • Torch and spare batteries • Educator/Children medical details/forms • Drinking Water 1L • Nappies, nappy Wipes, gloves & change Mat • Blanket and towel 	Reg 97		<i>Check contents and location</i>
Educator Handbook	NQS		
Business Book	NQS		
Personal Philosophy	NQS		
Fee Schedule for Clients	Reg 232		
Insurance Information	Reg 30		
Child Protection resource pack	Reg 84		
Australian Standards info for cot/s & highchair/s.	NQS		
School Readiness Resources	NQS		
Munch and Move Resource Kit	NQS		
Area for the Children's Belongings	NQS		
Gloves for nappy change, nose cleaning & food preparation	Reg 77		
Spray Bottle (Soap & Water) and Paper Towel	Reg 77		
Sunscreen and Hats for Children & Educator	NQS		
Material Safety Data Sheets (MSDS) for all Cleaning Supplies/Chemicals Used	WHS		
Temperature Log for Fridge (if providing food)	NQS		