



Royal Kids Preschool

Children's Records

Royal Kids preschool stores paper copies on-site and soft copies on portable software application (Brightwheel), up-to-date child records in a consistent format for all the children attending the program ensuring a complete record for each child and for easy retrieval of information when necessary.

In respect to each child, the following information are maintained on the program premises and Brightwheel, with up-to-date records:

- The child's name, date of birth and home address;
- A completed enrolment/registration form;
- The parent's name, home address and telephone number;
- The name, address and telephone number of a person who can be contacted in case of an emergency;
- If medication is administered;
 - ✓ The written consent of the parent
 - ✓ The medication is in the original labelled container, and
 - ✓ The medication is administered according to the labelled directions.
 - ✓ The name of the medication;
 - ✓ The time of administration;
 - ✓ The amount administered;
 - ✓ The initials of the person who administered the medication.
- The particulars of any health care provided to the child including;
 - ✓ The written consent of the child's parent has been obtained, or
 - ✓ The health care provided is in the nature of first aid or medical alert identification card.
- Any other relevant health information about the child provided by the child's parent, including the child's immunizations and allergies, if any.

Child's records (hard copies or in Brightwheel) will be available for inspection:

- By the Childcare inspector at all times, and
- By the child's parent at reasonable times.

Revision History

Date	Version	Classification	Description	Author Initials
Sept 2017	1.0	Major	Initial release	AM