

# Notification of changes to policies and procedures

(Regulation 172: Notification of change to policies or procedures)

<b>Date</b>	.....FEB 2015.....sent to committee FEB 2015 put on notice board and website notification	
<b>This notice relates to a change in</b>	Policy Development and Review	
<b>Change relates to</b>	Administration Enrolment and Orientation Payment of fees Operational hours Nominated Supervisor Care procedures Health & Safety Physical Environment	Menu planning Emergency Evacuation Injury and illness Sun protection Staffing arrangements Excursions Management & governance Programs and practice
<b>Name of policy or procedure</b>	Food/Nutrition/Dietary Requirements Policy Hair Lice Policy Hand Washing and Nose Wiping Policy Hygiene Policy Illness and Infection Control Policy Immunisation for Children and Staff Policy Incident Injury, Trauma and Illness Policy Management of injured Children Managing children with Diabetes MEDICAL CONDITIONS POLICY Medicating Children Policy Occupational Health and Safety Policy Pest Control Policy PRESCRIPTION AND NON-PRESCRIPTION MEDICATION POLICY Changing and disposing of soiled clothing Providing a child safe Environment Policy Removal and assumption of care of a child from the service by Community Services Policy SUN PROTECTION POLICY Travelling Transport VACATION CARE PLANNING AND RULES Water Safety Policy	
<b>Nominated change</b>	Regulation updates and controls	
<b>Reason for change</b>	Policy Review	
<b>Impact action required</b>	Full centre impact on compliance	

<b>Date changes will take effect</b>	FEB 2015
<b>Other relevant information (e.g. documents which inform the policy or procedure)</b>	FEB 2015

Services are legally required to ensure families are notified of any changes to policies which affect: the service's provision of education and care to any enrolled child or a family's ability to use the service; fees; or fee collection procedures, 14 days in advance.