



Queensland  
Government

# Emergency Care Record – Centre Based Service

Child Care Regulation 2003 (Section 102(e)) Queensland

Child Care  
Form 18

Service name \_\_\_\_\_

Service address \_\_\_\_\_

Date and time emergency care was provided      Date \_ \_ / \_ \_ / \_ \_      Time      am/pm

Name of child/ren	Age of child

If more than one child, are the children from the same family?       Yes       No

Circumstances of emergency care

Emergency care notice/s displayed?       Yes       No

Emergency care notice/s attached?       Yes       No

Additional information

**NB. The licensee of a centre based service must keep a record for each occasion on which emergency care is provided to a child in care (see s103 (d) of the *Child Care Regulation 2003*).**

**Time for which records must be kept** (*Child Care Regulation 2003, section 104*)

For section 85 of the Act, a licensee must keep the following record–

- (a) a record relating to a child in care–
  - for 3 years after the last time child care is provided to the child under the licence.