Keeping Children's Records

Child Assessments
Until the end of 3 years
after the child's last
attendance

Death of a child whilst being educated and cared for at service keep the record until 7 years from child's death

Incident, injury, trauma and illness record keep the record until child is 25

Child Enrolment
Until the end of 3 years
after the child's last
attendance

Child Attendance
Until the end of 3
years after the child's
ast attendance*

Medication record
Until the end of
3 years after the
child's last
attendance

*For preschool programs provided by a school, the service should keep child attendance records in accordance with their state education law or department policy.

