

Records



Training Record

Employee/Volunteer

Name:		Position/role:	
Details of Training	Date Training Completed	Refresher required give details e.g. date renewal is due	Competency Achieved (if applicable)

A copy of this document is kept by the employee/volunteer and also the Congregation Child Safe Coordinator

Based on Training register template for each employee in Child and Youth Risk Management Strategy Toolkit. Commission for children and young people and child guardian.



First aid record

To be completed for minor First aid procedures and when First Aid kits are used

Date	Name	Symptoms	Treatment	signed
	1			
	1			
	1			

Mary Burnett Presbytery



Medication record

o be comp	Name	Name of medication	Dosage	Time
	-			