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| **EXCURSION ROUTINE AND NON ROUTINE CHECKLIST.** Version 2 (March 2018) |
| **EDUCATOR’S NAME:** | **ROUTINE EXCURSION LOCATION:** |
| **ITEMS TO BE CARRIED ON ROUTINE EXCURSION:** | **Date** | **Date** | **Date** | **Date** | **Date** | **Date** | **Date** | **Date** | **Date** | **Date** |
| ***First Aid kit*** |  |  |  |  |  |  |  |  |  |  |
| ***Emergency contact list*** |  |  |  |  |  |  |  |  |  |  |
| ***Mobile Phone/Phone Charger*** |  |  |  |  |  |  |  |  |  |  |
| ***Medication (if appliciable)*** |  |  |  |  |  |  |  |  |  |  |
| ***Suncream / Insect Repellent*** |  |  |  |  |  |  |  |  |  |  |
| ***Hats (for children and educator)*** |  |  |  |  |  |  |  |  |  |  |
| ***Rubbish Bag*** |  |  |  |  |  |  |  |  |  |  |
| ***Gloves*** |  |  |  |  |  |  |  |  |  |  |
| ***Tissues*** |  |  |  |  |  |  |  |  |  |  |
| ***Hand wipes / Aquim Gel*** |  |  |  |  |  |  |  |  |  |  |
| ***Nappies / change mat / gloves / paper towel / garbage bag (if applicable)*** |  |  |  |  |  |  |  |  |  |  |
| ***Note book and pen*** |  |  |  |  |  |  |  |  |  |  |
| ***Spare clothing*** |  |  |  |  |  |  |  |  |  |  |
| ***Appropriate food and water for the children*** |  |  |  |  |  |  |  |  |  |  |
| ***Check routine forms have all been signed.***  |  |  |  |  |  |  |  |  |  |  |
| ***Risk assessment approved and dated:***  |  |  |  |  |  |  |  |  |  |  |
| **REFLECTION:** |