

## Record Keeping Procedures - Children's Records

In accordance with the EYFS Statutory Guidance, we keep records of:

### Children

- Full details of all children attending the nursery and those on the waiting list, this information includes:
  - Full Name
  - Date of birth
  - Address & Postcode
  - Religion & Ethnic Group (in accordance with funding guidelines)
  - Allergies, dietary requirements and illnesses of individual children;
- names, addresses and telephone numbers of parents and adults authorised to collect children from setting;
- names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- times of attendance of children, staff, volunteers and visitors;
- accidents/incidents and medicine administration records;
- consent for outings, observation and the taking of photographs
- consent for the administration of medication and/or emergency treatment in case of accidents / incidents.

This information is initially recorded on the registration form which is safely stored in a locked cupboard. The information is also held on the nursery database.

In addition, the following procedures and documentation in relation to health and safety are in place:

- Risk assessment.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Operational procedures for outings.
- Vehicle records including insurance.
- List of named drivers.
  
- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- Sick children.

Recording Information - Children © Plume Avenue Nursery : 20<sup>th</sup> March 2009

Signed :

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