



## **Access and Storage of Information Policy:**

We believe that an open access policy is the best way of encouraging parent/carers and nursery partnerships. Parents/carers are welcome to view the policies and procedures file which governs the way in which the nursery works. These can be viewed at any time when the nursery is open, simply by asking the nursery staff or by accessing the file situated at the nursery entrance.

Parents are also welcome to see and contribute to all the records that are kept on their child; however the nursery will adhere to the Data Protection laws.

The nursery ensures that it is registered in regard to data protection and all parent, child and staff information is stored securely according to the data protection registration ensuring confidentiality is maintained at all times. This includes all contact details, permissions, certificates and photographic images.

The nursery's records and documentation are kept and stored in accordance to the minimum legislative archiving time. This will be reviewed and amended according to any change in legislation. Records relating to individual children are retained for a reasonable period of time after they have left the provision.

### Record Keeping

The record keeping systems employed by this nursery are comprehensive and are up-dated regularly, and consist of the following:

**Register** – The daily register is taken on the arrival of the children where all attendance's are noted with the time. Any children who arrive late will be marked in and the time of arrival indicated on the register, any child leaving early will also be noted.

**Registration forms** – Are completed by the parents/carers and contain details of home address, date of birth, contact telephone numbers, allergies and long term medical conditions, health problems, G.P's address and telephone number, immunisation record and previous early years experience e.g. parents and toddler groups.

**Accident forms** – These detail all the accidents that occur during the nursery session and describe – the name of the casualty, the date, time and place of the accident. Also the circumstances in which it occurred, the nature of the injury, treatment given, medical aid sought (if any), the name of the person treating the accident (must hold a current First Aid



qualification). The information will also contain the name of any witness, the signature of the parent or carer on collecting the child from the group, and layout of the accident if it is of a serious nature.

If the child receives a bump to the head, a "bump note" is given to the parent/carer explaining that the child must continue to be observed for a period of 24 hours, and that any concerns must be reported the child's GP. The nature of the accident will also be noted in the accident form.

**Incident forms** – This is a two part form which is completed when a child is hurt by another child whilst at the Nursery. Its purpose is to identify how the incident occurred and how we can prevent future incidents occurring. Parents/carers are asked to sign the form to say they have been informed of the incident. The form is then kept in the office and monitored on a monthly basis to identify any behaviour patterns.

**Medication record** – Details administration (with a letter of parental consent) of any life saving/maintaining medicines. The report also contains the child's name, name of the child's G.P, dosage, time of administration, circumstances of administration, parent's signature, and signature of member of staff administering the medication (must hold a current First Aid certificate).

Other medications e.g. cough syrup or calpol can be given to the children here, providing the parent/carer has given consent and that it has been prescribed by the doctor (with the exception of calpol). Parents/Carers must sign the medication book, with the name of the medicine and the dosage and time to be given. If the name of the medication and/or dosage on the bottle does not match that which is written in the medication book, staff will **not** administer the medicine.

**Cause for Concern Form** – If a member of staff have any concerns about a child attending nursery, this form will be completed and returned to the manager. A cause for concern may be any of the following:

- Significant changes in children's behaviour
- Deterioration in their general well being
- Unexplained bruising, marks or signs of possible abuse
- Signs of neglect
- Comments children make which give cause for concern



**Pre – existing injury form** – will be completed if a child comes into the nursery with an injury which has occurred at home or on the way to nursery. The form should be completed and signed by the parent when signing the child in at the beginning of the session.

**Staff appraisals (Annual and more often if necessary)** – Regular monitoring by the manager of staff training records for the past year, and future training planning, with the wishes of the member of staff and the organisation taken into consideration.

**Staff training records** – are completed by the individual staff member undertaking the training. They must provide a brief evaluation of the course, and must always feedback to the other members of staff once training is completed.

Information about the provider

We hold the following documentation about the provider:

- Name, home address and telephone number of the provider as well as any other person living or employed on the premises
- Name, home address and telephone number of anyone else who will regularly be in unsupervised contact with children attending the Nursery.