

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

We believe that an open access policy is the best way of encouraging parents/carers and nursery partnerships. Parents/carers are welcome to view the procedure's 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 team or by accessing the file situated at the nursery entrance.

Parents/carers 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 employee 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 with 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, up-dated regularly, and consist of the following:

Register – The daily register is taken on the arrival of the children where all attendances 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.

Enrolment forms – Are completed by the parents/carers and contain details of home address, date of birth, contact telephone numbers, allergies, health problems and immunisation records.

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), and the name of the person treating the accident. The information will also contain the name of any

witness, the signature of the parent or carer on collecting the child and layout of the accident if it is of a serious nature.

If the child receives a bump to the head, a Bumped Head letter is given to the parents/carers explaining that the child must continue to be observed for a period of 24 hours, and that any concerns must be reported to 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 of any life saving/maintaining medicines. The record also contains the child's name, dosage, time of administration, circumstances of administration, parent's/carers signature, and signature of the member of our team administering the medication. Only Senior Child Care Practitioners administer medicine.

Other medications e.g. cough syrup or Calpol can be given to the children here, providing the parents/carers have given consent and that it has been prescribed by the doctor (with the exception of Calpol). Parents/carers must sign a medication form 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 on the medication form, our team will not administer the medicine.

Cause for Concern form – If a member of our team has 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 wellbeing.
- Unexplained bruising, marks or signs of possible abuse.
- Signs of neglect.
- Comments children make which give cause for concern.

Pre-existing injury form – This 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.

Team appraisals (Annual and more often if necessary) – Regular monitoring by the Manager of team training records for the past year, and future training planning, with the wishes of the member of our team and the organisation taken into consideration.

