

Administration Policy

When a child is admitted to Nursery, parents will provide the following information:

- ❖ Name and addresses of children being look after.
- ❖ Show a manager the child's birth certificate to ensure all data shared in accurate.
- ❖ Child's name, including first and family/surname in correct order, indicating who has parental responsibility and other adults who have legal responsibility.
- ❖ Preferred name used
- ❖ Child's pronouns
- ❖ Date of birth/age of child.
- ❖ Home address and telephone number for each parent/carer or known provider
- ❖ G.P. name, address and telephone number.
- ❖ Information on any health problems or conditions.
- ❖ Specialist requirements relating to any special needs.
- ❖ Health records/immunisations.
- ❖ Whether the child is on any medication.
- ❖ Named person and pictures of who will collect the child.
- ❖ Any special fears, habits, food likes/dislikes.
- ❖ Cultural details including religion, diet, customs etc. which may be relevant.
- ❖ Parental written permission to seek emergency medical assistance, for outings, for giving medicines and applying plasters.

Staff will fill out the register as soon as the child arrives and when they depart from nursery. Staff will also fill out (when applicable):

- ❖ A medication sheet to include dosage, time administered and parental permission to administer medication. Once administered the staff member must sign the medication form as well as a witness.
- ❖ The existing injuries form to include the time, circumstances, type of injury or nature of incident, action taken, parent's signature and staff signature.
- ❖ A record of any serious accident must be kept e.g. where professional medical treatment is needed which must be passed on to Ofsted.

Dinky Dales Nursery will keep a record of:

- ❖ Names and addresses of anyone working on the premises.

Dinky Dales Nursery holds:

- ❖ Appropriate insurance, e.g. public liability and employer's liability, where appropriate. The registration and insurance certificates are displayed in the hall.

Signed:

Role: Manager

Review Date: September 2024