

RECORDING

Records – accurate, legible, concise and meet organisational and legal requirements.

Records keeping is shared with parents to ensure accuracy.

Contact details

EYFS requirement for contact details to be kept and reviewed regularly to ensure information is accurate and up to date.

Accident Report Form

Details of accident, time, date and treatment provided.

Administration of Medicines

Procedures for store of medication

Procedures of administration of medicine:

- Prescription
- Parental permission
- Administered by approved person (Senior Nurse)
- Practical procedures
- Procedure of record keeping with regard to administered medication

Child sickness procedures

Conditions assessments

Monitoring/Recording

Reporting to parents

When to seek for medical attention

Registers

EYFS requirement – registry of each child's attendance

Emergency purposes (i.e. fire evacuation)

Records of children's care needs

EYFS requirement – understanding and meeting children's dietary, medical and other care needs.

Records of children progress

EYFS requirement – recording and planning children progress. Each child to have his very own record in the form of a 'learning journey' to include observations and assessments' records, reports and learning evidences.

Summative assessments – Students' Progress Report provided twice a year to help parents understand children's overall development.

Two years old progress check

EYFS requirement – progress check between 2 – 3 years old assessing children against the three prime areas of the EYFS, Personal, Social and Emotional Development, Communication and Language Development and Physical Development’.

Other Professionals Reports

Reports provided by other professional outside the setting in the form of feedback to help therapists understand more about children’s needs. Parents consent required.